



# **YEARLY STATUS REPORT - 2020-2021**

Part A	
Data of the Institution	
1.Name of the Institution	BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH
• Name of the Head of the institution	SIDDHARTHA GUPTA
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03242-251194
• Mobile no	9434198500
• Registered e-mail	sarada_06@yahoo.co.in
• Alternate e-mail	siddharthagupta1958@gmail.com
• Address	Nutanchati, Bankura, Pin-722101
• City/Town	BANKURA
• State/UT	West Bengal

• Pin Code	722101
<b>2. Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12 (B)
• Name of the Affiliating University	Bankura University
• Name of the IQAC Coordinator	Abira Dutta Roy
• Phone No.	8860166520
• Alternate phone No.	8860166520
• Mobile	8860166520
• IQAC e-mail address	sarada_06@yahoo.co.in
• Alternate Email address	abira6520@bzsmcollege.org
<b>3. Website address</b> (Web link of the AQAR (Previous Academic Year))	<a href="https://portal.bzsmcollege.org/index.php/iqac/aqar-report">https://portal.bzsmcollege.org/index.php/iqac/aqar-report</a>
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes

<ul style="list-style-type: none"> <li>if yes, whether it is uploaded in the Institutional website Web link:</li> </ul>	<a href="https://portal.bzsmcollege.org/index.php/academics">https://portal.bzsmcollege.org/index.php/academics</a>
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## 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.5	2007	31/03/2007	31/03/2012
Cycle 2	A	3.03	2015	31/03/2015	31/12/2020
Cycle 3	C	1.91	2021	Nil	Nil

6.Date of Establishment of IQAC	31/01/2008
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## 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
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<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>
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9.No. of IQAC meetings held during the year	4
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<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes
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<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
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"> <li>If yes, mention the amount</li> </ul>	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Organized seminars and workshops using online platform.	
Helped neighboring Colleges and Universities for preparation of AQARs, SSR/RAR etc.	
Motivated faculty members to participate in different seminars and workshops organized in state as well as in national level.	
Helped the institute's Alumni Association to be govt. registered.	
Looked after maintenance of buildings, other infrastructure of the college.	
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
(1) Well-circulation of Lesson plan of the respective subjects along with class routine through college website at the beginning of each semester. (2) Adoption of ICT and e-learning resources to ensure effective teaching-learning. (3) Subscription to a number of e-books and e-journals through INFLIBNET. (4) Displaying of program outcomes, program specific outcomes, course outcomes for all programs	(1) Lesson plan of the respective subjects along with class routine well -circulated through college website at the beginning of each semester. (2) ICT and e-learning resources adopted to ensure effective teaching-learning. (3) A number of e-books and e-journals through INFLIBNET subscribed. (4) Program outcomes, program specific outcomes, course outcomes for all programs

offered by the institution in official website of the institution.	offered by the institution displayed in official website of the institution.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
GOVERNING BODY of the College	21/07/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2019	30/09/2019

Extended Profile	
<b>1. Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	928
<b>2. Student</b>	
2.1 Number of students during the year	2357
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	829
2.3 Number of outgoing/ final year students during the year	597
<b>3. Academic</b>	
3.1 Number of full time teachers during the year	24
3.2 Number of sanctioned posts during the year	25
<b>4. Institution</b>	
4.1 Total number of Classrooms and Seminar halls	41
4.2 Total expenditure excluding salary during the year (INR in lakhs)	641 . 65
4.3 Total number of computers on campus for academic purposes	40

Part B
<b>CURRICULAR ASPECTS</b>
<b>1.1 - Curricular Planning and Implementation</b>
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Generally, at the beginning of each semester Lesson plan of the respective subjects along with class routine are well circulated through college prospectus, website, display board etc. To know the efficacy of the lesson's plan, departmental meetings along with the students are convened after the expiry of at least one month's class where drawbacks of delivering of lesson plan are discussed threadbare and accordingly corrective measures/steps are outlined and follow up actions are intimated particularly to the head of the concerned departments for its implementations. Before at least one month of the semester-end examination of the lessons' plan along with classes delivered by the faculty members is elaborately discussed for finding out any deficiency of the completion of syllabus where the necessity conducting extra classes, tutorial classes etc. are outlined equally for both advanced and dis-advanced students. The proceedings adopted the departmental meeting are also discussed in the Teachers' council meeting to get everyone acquainted with the corrective measures where every member of the council had an opportunity to offer innovative ideas for proper delivery of curriculum. Finally to know the effectiveness of the curriculum delivery Feedback is taken after the completion of the semester-end examination. Thereafter, grievances of the students for overall improvement of the academic ambience of the institution are initially tabulated. These tabulated feedbacks again are discussed threadbare initially in the departmental meetings for its resolution if it is viable to resolve and if they are not then it is forwarded to the Principal for its needful action. Some of the grievances found to be deficiency of syllabus is put forwarded to the concerned teachers, who happened to be the members of Board of Studies or Head Examiner, to place these grievances/deficiencies at the University forum for its necessary actions. All those above mentioned steps or corrective measures are well documented and discussed in the departmental meetings, IQAC resolutions and if needed in Governing Body.

However, after the pandemic owing to corona virus has spreaded worldwide the lesson plan of each subject are well-displayed on college website and are open accessible to all. The institute like any other has opted for virtual classes (via google meet) only. Every updates of such classes like time and duration of the class, topics to be discussed and more importantly, google meet links are shared through the college website and students are allowed to access the information so that they can join the classes on time.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://portal.bzsmcollege.org/index.php/facilities/virtual-class/virtual-classes-2020">https://portal.bzsmcollege.org/index.php/facilities/virtual-class/virtual-classes-2020</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of

## Continuous Internal Evaluation (CIE)

The college adheres to the academic calendar as announced time to time by the affiliating University. Thus, prior to the commencement of the academic session an academic calendar is notified which clearly specifies the date or time of various academic events. After the introduction of CBCS pattern in the college from the academic session 2017 - 2018, the schedules for Internal as well as other activities as per CBCS guidelines are categorically mentioned in the academic calendar and are accomplished accordingly. However, when it comes to internal assessments, the concerned committee of the college along with departmental heads prepares the schedules mentioning the specific date of paper setting, examinations, distribution of answer scripts, submission of marks in the office, and publication of the results.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://portal.bzsmcollege.org/index.php/academic">https://portal.bzsmcollege.org/index.php/academic</a>

**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	No File Uploaded
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 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 college generally celebrates International Women's Day on 8th Mar to spread the slogan "Think Equal, Build Smart, Innovate for Change", puts innovation by women and girls, for women and girls, at the heart of efforts to achieve gender equality. Solar Lamps have been installed in Hostel and College Campus through which 7 percent of total power requirement has been met. Each year Handbook on Professional Ethics is published by the college Governing Body in consultation with IQAC cell. The handbook is also uploaded on the college website. The rules and regulations included in this handbook are applicable for Principal, teaching staff, official staff and supporting staff. It is expected that staff members strictly adhere to the rules and regulations spelled out in this handbook failing which the action shall be taken as per the procedure laid down by Government of West Bengal and competent authorities. There is also a handbook on ethics available on the college website for the students.

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

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

0

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
Institutional Data in Prescribed Format	No File Uploaded

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

0

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

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
Students  
Teachers  
Employers  
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://portal.bzsmcollege.org/index.php">https://portal.bzsmcollege.org/index.php</a> & <a href="https://portal.bzsmcollege.org/index.php/students/feedback">https://portal.bzsmcollege.org/index.php/students/feedback</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://portal.bzsmcollege.org/">https://portal.bzsmcollege.org/</a> & <a href="https://portal.bzsmcollege.org/index.php/students/feedba">https://portal.bzsmcollege.org/index.php/students/feedba</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

2357

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

#### 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)

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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 students who take admission in this college do not only belong to different socio-economic backgrounds but also from different mediums. This is the reason their subject knowledge, language proficiency, knowledge regarding technology are likely to vary. To make them comfortable with the college environment several measures are adopted

1. Every year a fresher's welcome programme is arranged where the newly admitted students are welcomed by the senior students of the college. The Principal, some members of Teachers' Council and IQAC committee make them aware of the scopes and challenges in higher education, expectations of the institution from them and academic environment of the college.

2. Academic counselling sessions are organized by each department where syllabus structures of the curriculum are thoroughly discussed.

3. Generally, the procedure of identification of slow and advanced learners is made through class room discussions, participation in the regular classroom activities, performance in the internal examination and feedback from class teachers.

4.The advanced learners regularly participate in the activities such debates, group discussions, speeches on various academic and social issues, power-point presentations, quizzes, seminars, workshops, wall magazine etc. They are also encouraged to undertake soft skill development programmes like basic computer courses etc.

5.For slow learners remedial classes are conducted to improve their subject knowledge.

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

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

Number of Students	Number of Teachers
Nil	Nil

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

With regards to Teaching and Learning, teachers make sure that the lectures are sufficiently interactive and the tutorial system is further strengthened. They always try to set examples of how teachers frequently move learning beyond the walls of the formal classroom. The academic improvement of students is mapped dynamically through continuous evaluation using different methods like internal assessment test, assignments, presentations, projects etc. Moreover, to enhance quality of Teaching learning the college has adopted various student centric interactive strategies like Project writing, Student Seminar, Field visit, Quiz contest, Wall magazine, Webinar, e-courses etc. Moreover, blending variety of methods like Power Point Presentation & the lesson plan, lecture delivered etc. have been introduced. The college also offers Mentor mentee system in each of its department.

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

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

The teachers of this college use ICT and e-learning resources to ensure effective teaching learning. Laptops are available for every teaching faculty. Moreover, they are provided with various teaching aids like LCD projectors, educational CDs/DVDs, GPS etc. There are ICT enabled classrooms in the college with proper audio-visual system. The college

has also subscribed to a number of e-books and e-journals available in INFLIBNET

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

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

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Upload
Circulars pertaining to assigning mentors to mentees	No File Upload
Mentor/mentee ratio	No File Upload

## 2.4 - Teacher Profile and Quality

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

24

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

### 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)

File Description	Documents
Any additional information	No File Upload
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)	<a href="#">View File</a>

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

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

When it comes to internal assessments, the concerned committee along with departmental heads prepares the schedules mentioning the specific dates of paper-setting, examinations, distribution of answer scripts, submission of marks in the office, and publication of the results. The examination schedule is strictly maintained. The evaluation methods are communicated to the students at the beginning of each session or semester.

Mechanism of internal assessment is transparent and robust in terms of frequency and variety. The evaluated answer scripts are shown to the students so that they can be aware of their mistakes. The teachers take care to explain their mistakes and the doubts if any.

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

Generally, the End-Semester or End-Session examinations, whichever may be, are conducted by the affiliating University. The Admit Cards are issued by the University and distributed usually one week before the scheduled date of the beginning of the Examinations. In case of any discrepancy in connection with the Admit Cards, immediate step is taken by the college to correct any such problem. The non-teaching staffs always remain alert in this connection and help the affected student in all possible ways. In case of any trouble in the examination centre on the part of the students the Centre-in-charge, who is usually the Principal, takes immediate step and redresses grievances, if any. There is provision for post-publication review of results. Students, after the distribution of Mark Sheets, can apply for such review through the college. The result of post publication review is usually published within a reasonable time by the university. The non-teaching staffs extend their full cooperation to the students in applying for post-publication review. Even after the publication of review results, if a student remains dissatisfied with his result, he can apply, as per RCU rule, for copies of his answer scripts. The university, after receiving such applications supplies the students with the photocopies of their answer scripts for the perusal of the students. However, when it comes to internal assessments, the concerned committee along with departmental heads prepares the schedules mentioning the specific dates of paper-setting, examinations, distribution of answer scripts, submission of marks in the office, and publication of the results. The examination schedule is strictly maintained. The evaluation methods are communicated to the Students at the beginning of each session or semester. Mechanism of internal assessment is transparent and robust in terms of frequency and variety. The evaluated answer scripts are shown to the students so that they can be aware of their mistakes. The teachers take care to explain their mistakes and the doubts if any.

File Description	Documents

Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college has worked out with the Programme Outcomes, Programme Specific Outcomes & Course Outcomes for each course. The same has been posted on college website for faster and universal communication. As the other modes of communication are concerned; copy of PO, PSO & CO has been kept in the Library for consultation, semester-specific PO, PSO & CO has also been made available at college photocopying centre that the interested learners can collect a copy of it when they join course at the beginning of a semester, the same has also been sent to all faculty Members by e-mail, the mentors have been asked to share them with the mentees.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students. The institution evaluates the POs, PSOs, and COs in every academic session. Attention is given to the

proper completion of the syllabus of each and every programme and course. The teachers of the respective departments are given their academic assignments at the beginning of the session. After

the introduction of Choice Based Credit System (CBCS) in the academic year 2017-18 several initiatives have been adopted by the institution to maintain a well-planned curriculum delivery. Generally, at the beginning of each semester Lesson plan of the respective subjects along with class

routine are well circulated through college prospectus, website, display board etc. To know the efficacy of the lesson's plan, departmental meetings along with the students are convened after the expiry of at least one month's class where drawbacks of delivering of lesson plan are discussed threadbare and accordingly corrective measures/steps are outlined and follow up actions are intimated particularly to the head of the concerned departments for its implementations. Before at least one month of the semester-end examination nitty-gritty of the lessons' plan along with classes delivered by the faculty members is elaborately discussed for finding out any deficiency of the completion of syllabus where the necessity

conducting extra classes, tutorial classes etc. are outlined equally for both advanced and dis-advanced students. The proceedings adopted the Departmental meeting are also discussed in the Teachers' council meeting to get everyone acquainted with the corrective measures where every member of the council had an opportunity to offer innovative ideas for proper delivery of curriculum. Finally to know the effectiveness of the Curriculum delivery Feedback is taken after the completion of the semester-end examination. Thereafter, grievances of the students for overall improvement of the academic ambience of the institution are initially tabulated. These tabulated feedbacks again are discussed threadbare initially in the departmental meetings for resolution if it is viable to resolve and if they are not then it is forwarded to the Principal for its needful action.

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

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

## 2.7 - Student Satisfaction Survey

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

<https://portal.bzsmcollege.org/index.php/students>

## 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)

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 teachers recognized as research guides (latest completed academic year)

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

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

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

## 3.2 - Innovation Ecosystem

### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college encourages faculty members in pursuing research activities attending seminars and conferences and presenting papers, publishing national and international journals, organizing special lectures, seminars, workshops, and all activity classes for students, they are also provided with special leave for availing of fellowships and completing Ph D thesis. The college never imposes any barrier for participation in Refresher Course/ orientation programme/ short term Courses to the faculty members.

During the time period under consideration 4 Minor Research Projects have been sanctioned by UGC, 5 years more than 45 research papers have been published in UGC approved journals, more than 30 book chapters/books in edited volumes have been published in relation to research activities and other academic activities of faculty members, about 20 papers have been presented by the faculty members of this college in various National/International Conference Proceedings. Each year the college organizes Faculty exchange programme with Bankura Sammilani College, Bankura. In the year 2016-17 the college has signed MoUs with University of Wollongong, Australia.

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

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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)	No File Uploaded
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### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

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

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

### 3.4 - Extension Activities

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

The college believes in holistic development through social responsibilities and campus outreaching programmes, which are fulfilled through the active NSS units of this institution. Presently there are units of NSS working in the institution. During the period under consideration a large number of extension and outreach programmes has been conducted through NSS units of this college. This programmes include Blood Donation Camp, Thalassemia Check up Camp, Tree plantation programme, Cleanliness programme , Traffic Awareness Programme, Legal Awareness programme etc.

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

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

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

**3.4.3 - 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**

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

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

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

### **3.5 - Collaboration**

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded

Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The Institution has an Environment friendly campus enriched with well ventilated classrooms and laboratories with several smart classrooms, 24X7 Wi-Fi connections, well-equipped Internet Resource Centre and computer centre etc. The institution has fully digitised Library, housed in a separate wing, with more than 25000 books. Having been built up over many decades and in more propitious times when books were cheaper and grants went further, the College Library is a resource unmatched by any undergraduate institution in West Bengal. It has also moved with the times, and is now fully automated. In the digital section, students can access various e-resources.

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 believes that students develop better fitness habits and coordination if they are encouraged to participate in sports and various indoor or outdoor games. Each year the college organizes Annual Sports Programme, where the students and faculty members (teaching as well as non-teaching) participate in different sports activities like 100 metres Run, Marble race, Spoon race, Long jump, High Jump, Tug of War etc. along with different cultural activities like Quiz contest, Debate, Recitation, Go as you like etc. There is a well decorated gymnasium in the college enriched with modern apparatus. Physical Education Department has been introduced in the college in the year 2018-19. The college organizes various cultural activities on the eve of Independence Day, Republic Day,

Teachers' Day, Rabindra Jayanti, Annual Social Function, and Fresher's Welcome Programme. There is an open stage in the college campus, decked with remnants of the culture of 'Raar Bengal', where different cultural functions of the college are held.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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)	No File Uploaded

#### 4.2 - Library as a Learning Resource

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

The institution has a fully digitized Library, housed in a separate wing with more than 25000 books. To cater to visually handicapped students the library has a separate section comprising a designated audio section, books in Braille etc. The college library is fully equipped with automation facilities. It is fully computerized allowing functions like issue, return, OPAC search, and availability assessment of books easy and user friendly. The documents collection is done by bar coding system. Facilities of INFLIBNET and e-self with adequate numbers of e-books and e-journals are available in the Library. The college has adopted lending of books through digitized system.

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

##### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga	No File

Membership etc (Data Template)	Uploaded
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#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

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

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

### 4.3 - IT Infrastructure

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

Annual Maintenance Contract (AMC) does the work of updating IT facilities including Wi-Fi. Every year the needs of the concerned department are discussed in departmental meetings and forwarded to the Principal through IQAC for its implementation. This matter is initially discussed at the Finance Committee for its economic viability. In most of the cases Finance Committee forwarded the matter to the Governing Body of this college for its approval. After threadbare discussion the Governing Body the Principal is directed to consult with the department for its implementation.

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

#### 4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded

Details of available bandwidth of internet connection in the Institution	No File Uploaded
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#### 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)

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)	No File Uploaded

##### 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.

The Institution has an Environment friendly campus enriched with well ventilated classrooms and laboratories with overhead projectors in most of the classrooms, 24X7 Wi-Fi connections, well equipped Internet Resource Centre and computer centre etc. The institution has fully digitised Library, housed in a separate wing, with more than 25000 books. Having been built up over many decades and in more propitious times when books were cheaper and grants went further, the College Library is a resource unmatched by any undergraduate institution in West Bengal. It has also moved with the times, and is now fully automated. In the digital section, students can access various e-resources. To cater to visually handicapped students, the library has a separate section comprising a designated audio section, books in Braille etc. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities in the Institution. For the purpose of maintenance of computers Annual Maintenance Contract or AMC is maintained with a company who deals in both hardware and software. For reprography there is modern automatic system present in the institution. For other amenities like water purifying contract is maintained with Aqua guard and KENT. In case of building maintenance two engineers are engaged one of them is the District Engineer, Bankura Zilla Parishad and another is a Civil Engineer named Anupam Ganguli. They take care of repairing, renovating and other construction related to civil and electrical works of the college.

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**

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 benefitted by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non-government agencies in last 5 years (Data Template)	No File Uploaded

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

**A. All of the above**

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

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

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)	No File Uploaded

**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**

**A. All of the above**



submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
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	No File Uploaded
<b>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)</b>	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded
<b>5.3 - Student Participation and Activities</b>	
<b>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</b>	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded



	<b>Upload</b>
Any additional information	<b>No File Upload</b>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<b>No File Upload</b>

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 )

**Nil**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**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)**

File Description	Documents
Report of the event	<b>No File Upload</b>
Upload any additional information	<b>No File Upload</b>
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)	<b>No File Upload</b>

#### 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

**There is an Alumni association present in the institution which is functional and pro-active and registered. There is a portal for alumni registration in the college website where alumni register their names with required data and willingness to contribute for the college. The data is analysed by a committee and a pie-chart has been prepared on the basis of that.**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## 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 vision of this college is to become and to be considered by others as the leading institution of academic excellence in Arts and Science education through continuous upgradation in its programs, leading to sustainable development of the institution. The College is committed imparting multifarious knowledge for spreading higher education among the girl students in the backward districts of West Bengal, thereby encouraging women empowerment through all round development and life-long learning that will be meaningful contribution to productive and rewarding career building of the community lagging behind. In tune with the vision and mission of the institution the governance of the institution is reflective of an effective leadership. There are several committees present in the institution consisting of both teaching and non teaching staff of the institution. These committees include Finance Committee, Purchase Committee, Development Committee, Provident Fund Committee, Service Book Committee, Students Union Advisory Committee, Grievance redressal Cell, Prospectus Committee, Admission Committee and overall the Teachers Council or academic council. These committees help the administration in many ways. Meetings of these committees are convened as and when required and takes resolutions time to time as and when required and convey to the Principal. The Principal places resolution taken by some important committees before the Governing Body for its final approval. This is the part of participatory management of the college. The institution has a partial Management Information System (MIS).

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

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

There are several committees present in the institution consisting of both teaching and non teaching staff of the institution. These committees include Finance Committee, Purchase Committee, Development Committee, Provident Fund Committee, Service Book Committee, Students Union Advisory Committee, Grievance redressal Cell, Prospectus Committee, Admission Committee and overall the Teachers Council or academic council. These committees help the administration in many ways. Meetings of these committees are convened as and when required and takes resolutions time to time as and when required and convey to the Principal. The Principal places resolution taken by some important committees before the Governing Body for its final approval. This is the part of participatory management of the college.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information	No File Uploaded
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## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Almost all perspective or strategic plan and deployment documents are available in the Institution. Academic activities like Internal assessments etc. are conducted following a strategic plan after discussion with the concerned committee. Extracurricular activities such as seminar, workshop etc. are strategically planned involving all the stakeholders. To ensure the holistic development of the students and to develop their leadership quality co-curricular activities like Wall Magazine etc. are planned by the individual departments in a perspective manner.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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.

1. The college is affiliated to Bankura University and approved by UGC. Thus, the college adheres to the rules and regulations imposed by the affiliating University, UGC, Department of Higher Education and Government of West Bengal.

2. For the administrative decisions, the Governing body of the college is the apex body. The Principal as the Head of the Institution along with the members of Teaching and Non-Teaching staff implement the decisions and policies taken in the meetings of the Governing Body.

3. Apart from Governing Body, there are several committees present in the institution consisting of both teaching and non-teaching staff of the institution. These committees include Finance Committee, Purchase Committee, Development Committee, Provident Fund Committee, Service Book Committee, Students Union Advisory Committee, Grievance redressal Cell, Prospectus Committee, Admission Committee and overall the Teachers Council or academic council.

4. Academic decisions of the college are taken primarily by the Teachers Council or academic council of the college comprising of Heads of the different Departments.

5. Majority of the purchases of the college are made through purchase committee.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

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
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File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

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

1. Loan facilities are extended to all the members of the teaching and non-teaching staff.
2. The female staff members enjoy maternity leave of six months as per Government rule. In addition, the female members of the staff are provided with Child Care Leave as per rule and as per their requirement.
3. The faculty members are also provided with special leave for availing of fellowships and completing Ph D thesis.
4. The college never imposes any barrier for participation in Refresher Course/ orientation programme/ short term Courses to the faculty members.
5. The college always attempts its best for ensuring timely promotion of its faculty members.
6. The college encourages teachers in pursuing research activities, attending seminars and conferences and presenting papers, publishing national and international journals, organizing special lectures, seminars, workshops, and all activity classes for students.
7. Various faculty development programmes like Computer Course are arranged for developing the soft skills of the staff.

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

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File Description	Documents
Upload any additional information	No File Uploaded
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

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

### 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.)

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

The institution has Performance Appraisal System for its teaching staff. When it comes to promotion of teaching staff the IQAC team thoroughly checks and verifies all academic activities of the faculty and only when the members are satisfied the Coordinator forwards the documents to the Principal and then the Principal forwards the cases promotion to the Governing Body. All the faculty members maintain departmental diaries counter-signed by the Principal which require to be produced at the time of academic audit. There also exists a well-planned student feedback system where the students anonymously give their feedback on the performance of the faculty members. There is no such Performance Appraisal System for its non-teaching staff. They get promoted in their respective fields after a stipulated period of service. However, biometric attendance is maintained as a part of

strict adherence by teaching as well as non-teaching faculty of the college.

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

Other than the routine Government and UGC grants, the institution has been able to secure additional funding from various agencies such as RUSA Grant, MP-LAD fund, etc. The institution maintains complete transparency in the entire procedure of its mobilisation of funds and the optimal utilisation of resources. Majority of the purchases of the college are made through tender as per government rules and there is a separate space on the college website for date-wise display of tender notices. For all kinds of work, the college strictly adheres to the financial rules of the Government of West Bengal as well as the Government of India. The college conducts internal and external financial audits regularly. Internal audit is done through small committee comprising of the Principal, Bursar, Head Clerk and the Accountant. External audit is done by the External Audit Agency duly deployed by the state Government time to time.

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)

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 institution mobilises its funds received mainly from State government, University Grants Commission (UGC) and RUSA on various Heads of Expenditures of the University. Funds received from State government are spent on payment of salary of teaching and non-teaching staff of the institution. Each and every amount of fund received from State government and UGC are at par with budget allocation. Budget of the institution is prepared keeping in mind developmental criteria of



the institution; accordingly provisions are made in the Budget, which is prepared by a team of experts under direct supervision of Financial Adviser of the institution viz. Finance Committee which is ultimately approved by State government, and then fund is sanctioned, which is deployed on different Heads of Expenditures in accordance with approval of various statutory committees constituted by the institution time to time for efficient use of funds/grants received from government. The institution follows cent percent transparency in use of funds. Further grants received from UGC and RUSA are mainly earmarked for infrastructural related growth and developmental work of the institution. Various bodies like Finance Committee, Purchase Committee, Development Committee of the institution usually takes care of utilisation of such grants which are to be spent on different Plan periods under fixed schedule, target and time. The institution also mobilizes its resources from funds generated from Self-financing.

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

- o To help in CAS benefit, Career Counselling, Personal Counselling etc.
- o To motivate students for attending regular and remedial classes, to take part in games and sports, cultural activities, to attend Gym and other social activities etc.
- o To look after the well-being of non-teaching staff by providing them financial aids during distress and to develop their Soft Skill development and clerical aptitude.
- o To organise special seminars by utilizing UGC, NAAC, college fund workshops etc.
- o To help neighbouring Colleges and Universities for preparation of AQARs, SSR/RAR etc.
- o To attend seminars/workshops as resource persons by the Principal who himself is an Assessor of NAAC and the very experienced Member Secretary, IQAC.
- o To provide consultancy to the faculty members of this and other colleges for their career advancement to get funding from different agencies like, UGC, DST, RUSA etc.
- o To look after maintenance of buildings, other infrastructure of the college.
- o To help and guide NSS units maintaining gardens within and outside college campus.

- o To guide NSS units and the women's cell to organise Awareness Programme in nearby slums and the adopted villages of NSS units like Health Awareness, Legal Awareness, Intellectual Property Rights etc.
- o To motivate Alumni Association to donate fund for developmental works in the college. Rupees One Lakh have been collected from Alumni.
- o To help Alumni association to get registered under Societies Act.
- o To look after projects undertaken by utilizing RUSA fund amounting to Rs. 2 Crores.
- o To look after all developmental works done by the college.

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

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

1. The teachers of this college use ICT and e-learning resource to ensure effective teaching learning. Laptops are available for every teaching faculty. Moreover, they are provided with various teaching aids like LCD projectors, educational CDs/DVDs, GPS etc. There are ICT enabled classrooms in the college with proper audio-visual system. The college has also subscribed to a number of e-books and e-journals available in INFLIBNET.

2. There is a Students mentoring system available in each department of the institution. Problems raised by mentees are redressed through discussions, taking extra classes etc.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil



Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## 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

1. **Safety and Security:** The College ensures utmost safety and security to its students. There are 2 numbers of hostels for the resident students of this college which are located within the bounds of the college campus, both having sufficient fulltime staff and attendants to meet the needs of the students. There are experienced security guards at the entrance of the college. There is a "Grievance Box" for students to register their respective grievances. There is a Women's cell in the college which confidentially takes into account the problems of the students in respect of their safety and security. There is also an Anti-Ragging Cell in the college.

2. **Counseling:** Students from all walks of life need professional guidance in order to excel in future life. The Women's cell of the college takes initiatives to organize counseling sessions for its students with the objective of their personality development and resolving any personal problems.

3. **Common Room :** There is a Common Room for the students of this college where they meet at spare hours, discuss and share matters and build an amiable solidarity.

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	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college is a completely plastic-free zone and there is no retail shop within the campus that may compel the use of plastics. The college canteen is prohibited by the college authority to make use of plastic. Foods are generally served in plate made of paper or Sal leaves. Cheap plastic tea-cups are also strictly prohibited. Institutionally the college is moving towards paperless office, majority of communication related to teaching and administration are now made online. For waste management also the college has taken several steps:

**Solid waste management :** To manage solid waste dustbins are kept at specific regions of all the buildings of the college and the accumulated solid-waste is dumped in the tub. The Municipal workers of the ward collect the accumulated solid waste on a regular basis. A pit has been dug where the bio-degradable wastes like fallen leaves, dried flowers etc. are dumped in regular basis.

**Liquid waste management:** Liquid waste products, particularly laboratory waste products are allowed to get disposed through an elaborate drainage system.

**E-waste management:** Specific laboratory equipment which are not in conditions of repair is sold in conformity with the rules of the purchase committee of the institution.

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

B. Any 3 of the above

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

**7.1.5 - Green campus initiatives include**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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).**

**BZSM Mahavidyapith undertakes various initiatives in the form of celebration of days of Eminent personalities, National Festivals and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. These functions help in developing tolerance harmony towards culture ,region and linguistics and also communal social economics and other diversities. Every year fresher's welcome programme is arranged where the newly admitted students are welcomed by the senior students of the college. The**

Principal, some members of Teachers' Council and IQAC committee make them aware of the scopes and challenges in higher education, expectations of the institution from them and academic environment of the college. There is an open stage in the college campus, decked with remnants of the culture of 'Raar Bengal', where different cultural functions of the college are held.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Upload
Any other relevant information	No File Upload

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

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. Bankura Zilla Saradamani Mahila Mahavidyapith sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. The institution tries to equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**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	
File Description	Document
Code of ethics policy document	No File Upload
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 Upload
Any other relevant information	No File Upload

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

The college celebrates Holi festival in the way conceived by Tagore as "Basanto Utsab" every year. Apart from this, birth/death anniversaries of great Indian personalities are organised. Birthdays of Swami Vivekananda, Netaji Subhas Chandra Bose, Mahatma Gandhi, Dr Sarvapalli Radhakrishnan are observed every year. The college observes both the birth and death anniversary of Rabindranath Tagore accompanied by informal cultural events in honour of the cultural icon of both West Bengal and the nation. On the 5th day of September every year all Departments of the college observe Teachers' Day as a mark of tribute to Dr Sarvapalli Radhakrishnan.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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.

1.Title of the Practice: Students' Psychological Counseling

2.Objectives of the Practice: Personality development and resolving any personal problems

3.The Context: Personality development for the choice of appropriate career options

4.The Practice: Students from all walks of life need professional guidance in order to excel in future life. Our college provides an opportunity to them whenever solicited for.

**5.Evidence of Success:** A good number of students have been benefited through this counseling done by the Counselor Dr. Sanu Bhattacharya, Associate Professor of Philosophy and having the specialized degree in this particular field. The counseled students have improved their results and some have become possible to get out of the personal worries and anxieties which make them happier to lead a normal life.

**6.Problems Encountered and Resources Required:** Students initially do not come forward for receiving psychological counseling due to their apprehension of failure in the process. As the process is provided free of cost there is no resource required for this purpose.

1. Title of the Practice: Playing National Anthem on campus on a daily basis
2. Objectives of the Practice: Inculcating Patriotic Sentiment
3. The Context: National integration and secular outlook
4. The Practice: Playing the anthem-music everyday (except Sundays and other holidays) at 11:00 AM
5. Evidence of Success: Students are very respectful and proud of the practice and abide by the norms meticulously.
6. Problems Encountered and Resources Required: There is no problem for maintaining this practice, and no resource is particularly required for this.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

### 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

Ours is the oldest girl's college in the district of Bankura. The college had its inception in 1973 as a non-govt. private college under the University of Burdwan, in order to promote education and culture not only among the young girls of the district, but among those of its adjoining districts as well. The college was venerated with the holy name of Sri Sri Maa Sarada. The objective for naming the college after Her was to preserve Her holy name in the museum of our recollection and follow Her noble ideals with hearts sincere and pure. Affiliation for admission of students to the General course in the Arts faculty was first granted by the Burdwan University. Later the college was taken over by the Govt. of West Bengal under "Govt. Sponsored Scheme" with effect from 1st June, 1975. At present Honors courses in eight subjects in the Arts stream are going on which include Bengali, English, Sanskrit, Political science, History, Philosophy, Education, Music and in five subjects in the Science stream are going on which include Physics, Chemistry, Mathematics, Geography and Economics. We have also introduced Regular PG courses in English, Bengali, History and Music in our college under Bankura University from the Academic Season 2017-18.



with 20 seat capacity in each department. PG course in Geography will be introduced from the current session, i.e. 2019-20. We feel proud to announce that the Govt. of India has sanctioned an amount of Two Crores through RUSA and sixty lakhs from MPLAD Fund, sanctioned by Ms. Shreemati (Moonmoon) Deb Varma, Honourable Member of Parliament, Bankura Constituency, by utilising which a three stories PG block has been built and the 1st floor of the Sister Nibedita hostel has been renovated and upgraded with modern amenities. We owe our gratitude to them for their benison, on behalf of the students and all those who benefit from this institute. It is worth mentioning that under financial assistance from the State Govt. and from the UGC we have already built five buildings in our campus. We take pride to state that a hostel building has been built in the campus with a special grant of about Rs. One Crore from the UGC in the financial year 2006-07 during the Xth Plan period which has recently been renovated and upgraded by utilizing MPLAD fund. We can jubilate for the open stage, decked with remnants of the culture of 'Raar Bengal', where different cultural functions of the college are held with great pomp and éclat. We have indoor auditorium with space for nearly 500 guests and a well-equipped Gymnasium for the students. We also rejoice having a modernized, well equipped, and fully air-conditioned seminar hall and some class room buildings of which consists of some smart class rooms and toilet block have been built with the financial help of RUSA. Moreover, we have a huge library with digital lending system, e-shelf and INFLIBNET facilities. Moreover, two PG study centers have been running in nine subjects under the Directorate of Distance Education, RabindraBharati University, Kolkata, from the year 2006, and DDE of Burdwan University from 2013-14. Last but not the least, the college has been accredited with 'A' grade by the NAAC in 2015. Different activities for smooth running of the college are whole-heartedly taken up by all the staff members, both teaching and non-teaching, and also by the students. To this end cooperation from one and all of Bankura district is earnestly sought by our esteemed institution. Since inception of the college its academic output is outstanding and the ambience of the college and hostels is peaceful and student- friendly. Our mottos are Courage, dedication and discipline towards complete empowerment.

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

### 7.3.2 - Plan of action for the next academic year

Enhancement or reconstruction of classrooms.

To convert more general classrooms to smart classrooms.

To introduce more PG courses.

To introduce University approved 6 months Certificate Courses in different subjects

To organise more self defense camps as a part of women empowerment

To construct a separate Library building within the campus.

To procure a separate land for a big size play ground.

To provide on-campus placement facilities.

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