



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**BANKURA ZILLA SARADAMANI MAHILA  
MAHAVIDYAPITH**

- Name of the Head of the institution **DR 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**
- City/Town **BANKURA**
- State/UT **WEST BENGAL**
- Pin Code **722 101**

##### **2.Institutional status**

- 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 **UDAY SANKAR SARKAR**
- Phone No. **8250551549**
- Alternate phone No. **9732156044**
- Mobile **8250551549**
- IQAC e-mail address **sarada\_06@yahoo.co.in**
- Alternate Email address **sarkarudaysankar11@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

<https://portal.bzsmcollege.org/index.php/iqac/aqar-report.html>

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://portal.bzsmcollege.org/images/Academic\\_Calender\\_2021-22.pdf](https://portal.bzsmcollege.org/images/Academic_Calender_2021-22.pdf)

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>76.5</b>	<b>2007</b>	<b>31/03/2007</b>	<b>31/03/2012</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.03</b>	<b>2015</b>	<b>31/03/2015</b>	<b>31/12/2020</b>
<b>Cycle 3</b>	<b>C</b>	<b>1.91</b>	<b>2021</b>	<b>31/03/2021</b>	<b>30/03/2026</b>

**6.Date of Establishment of IQAC**

**31/01/2008**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>2021-22</b>	<b>00</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year**      **1**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report      No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

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

Preparation of academic plan

Maintenance of quality as per NAAC Parameters

Organized seminars and workshops using online platform.

Motivated faculty members to participate in different seminars and workshops organized in state as well as in national level.

Helped neighboring Colleges and Universities for preparation of AQARs, SSR/RAR etc.

**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
Preparation of academic plan	The academic calendar was executed during the session
Preparation of academic calendar	Academic calendar prepared
Displaying of programme outcomes, programme specific outcomes, course outcomes for all programmes offered by the institution in official website of the institution.	Programme outcomes, programme specific outcomes, course outcomes for all programmes offered by the institution displayed in official website of the institution.
Re design and regular updating of college website.	The college website redesigned with more space and updated regularly

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

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY of the College	03/03/2022

**14. Whether institutional data submitted to AISHE**

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH</b>
• Name of the Head of the institution	<b>DR SIDDHARTHA GUPTA</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03242 251194</b>
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• Registered e-mail	<b>sarada_06@yahoo.co.in</b>
• Alternate e-mail	<b>siddharthagupta1958@gmail.com</b>
• Address	<b>NUTANCHATI</b>
• City/Town	<b>BANKURA</b>
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• Pin Code	<b>722 101</b>
<b>2.Institutional status</b>	
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• Type of Institution	<b>Women</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
• Name of the Affiliating University	<b>BANKURA UNIVERSITY</b>
• Name of the IQAC Coordinator	<b>UDAY SANKAR SARKAR</b>

• Phone No.	8250551549
• Alternate phone No.	9732156044
• Mobile	8250551549
• IQAC e-mail address	sarada_06@yahoo.co.in
• Alternate Email address	sarkarudaysankar11@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://portal.bzsmcollege.org/index.php/igac/aqar-report.html">https://portal.bzsmcollege.org/index.php/igac/aqar-report.html</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://portal.bzsmcollege.org/images/Academic_Calender_2021-22.pdf">https://portal.bzsmcollege.org/images/Academic_Calender_2021-22.pdf</a>

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Cycle 3	C	1.91	2021	31/03/2021	30/03/2026

**6.Date of Establishment of IQAC**

31/01/2008

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	NA	NA	2021-22	00

**8.Whether composition of IQAC as per latest NAAC guidelines**

Yes

• Upload latest notification of formation of IQAC	<a href="#">View File</a>
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<b>9.No. of IQAC meetings held during the year</b>	<b>1</b>	
<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>	<b>Yes</b>	
<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	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Preparation of academic plan		
Maintenance of quality as per NAAC Parameters		
Organized seminars and workshops using online platform.		
Motivated faculty members to participate in different seminars and workshops organized in state as well as in national level.		
Helped neighboring Colleges and Universities for preparation of AQARs, SSR/RAR etc.		
<b>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</b>		

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Re design and regular updating of college website.	The college website redesigned with more space and updated regularly
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
GOVERNING BODY of the College	03/03/2022
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-22	13/01/2023
<b>15.Multidisciplinary / interdisciplinary</b>	
<p>As per the regulations adopted by Bankura University the institution offers choised based credit system to its students where they can opt for multidisciplinary courses during their three years Graduation programme. Most of programmes offered by the institution are inter-connected with each other and thus follows interdisciplinary path. For example, for the sake of Geography and Education students Statistics classes are taken by the faculty members of Economics department; the students of Geography department often take help from the faculty members of Chemistry department during their practical classes etc.</p>	



<b>16.Academic bank of credits (ABC):</b>
No such initiative has been taken by the institution during current academic session.
<b>17.Skill development:</b>
Each year the institution offers Certificate Courses to its students to equip them with software and spoken English skill. Apart from these online certificate courses are offered to the students of Geography department on GIS.
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
The students of this Institution have direct access to Indian Knowledge System, a website launched by the Ministry of Education, Govt. of India whose weblink is available on college website. Under guidance of departmental teachers the students mostly follow the webinars based on topics related to their curriculum uploaded on this particular website. This practice help them to acquire knowledge on Indian Language & culture.
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
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 theinstitution 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 examinationnitty-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 of conducting extra classes, tutorial classes etc. are outlined equally for both advanced and dis-advanced students. The proceedings adopted in 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.

## 20.Distance education/online education:

In collaboration with other institutions the college with the help of IQAC often organizes webinars for several departments.

## Extended Profile

### 1.Programme

1.1	928
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	2536
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	684
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	659
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>3.Academic</b>	
3.1	67
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	25
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	41
Total number of Classrooms and Seminar halls	
4.2	74.5
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	54
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

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 of conducting extra classes, tutorial classes etc. are outlined equally for both advanced and dis-advanced students. The proceedings adopted in 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.

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

dates 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	<a href="#">View File</a>
Link for Additional information	<a href="https://portal.bzsmcollege.org/images/Academic_Calender_2021-22.pdf">https://portal.bzsmcollege.org/images/Academic_Calender_2021-22.pdf</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	<a href="#">View File</a>
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**

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
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

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

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File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

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File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 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 institution integrates crosscutting issues relevant to Environment into the Curriculum as directed by the affiliating University. Since 2017-18 Environmental Studies have been taught as Ability-Enhancement Compulsory Course (AECC) in the institution for all streams of under graduate honours and programme courses (Arts and Science ).

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

52

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

C. Any 2 of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="https://docs.google.com/forms/d/e/1FAIpQLSct8Jaq3pzEWTXbOmNcXZaxJVraL3OSCFHDYA9QtZbYDVc23g/viewform%20&amp;%20https://portal.bzsmcollege.org/index.php/students/feedback">https://docs.google.com/forms/d/e/1FAIpQLSct8Jaq3pzEWTXbOmNcXZaxJVraL3OSCFHDYA9QtZbYDVc23g/viewform%20&amp;%20https://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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://docs.google.com/forms/d/e/1FAIpQLSct8Jaq3pzEWTXbOmNcXZaxJVraL3OSCFHDYA9QtZbYDVc23g/viewform%20&amp;%20https://portal.bzsmcollege.org/index.php/students/feedback">https://docs.google.com/forms/d/e/1FAIpQLSct8Jaq3pzEWTXbOmNcXZaxJVraL3OSCFHDYA9QtZbYDVc23g/viewform%20&amp;%20https://portal.bzsmcollege.org/index.php/students/feedback</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

##### 2.1.1.1 - Number of students admitted during the year

**1160**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,



**Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

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

**684**

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 examinations and feedback from class teachers.

4. The advanced learners regularly participate in the activities such as 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.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2536	67

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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 inspire 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 of the lesson plan, lecture delivered etc. have been introduced. The college also offers Mentor mentee system in each of its department.

As per the direction of State Government the institution was closed throughout the year to combat Novel Corona Virus. Hence, some methods like field visits, wall magazine were not adopted this year. However, online platform was utilized to adopt other methodologies like internal assessment test, assignments, presentations, projects at departmental levels to enhance the learning experiences.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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 various ICT enabled tools and elearning resources to ensure effective teaching learning. Laptops are available for every teaching faculty. Moreover, they are provided with other teaching aids like Desktop, LCD projectors, Printers, Pendrives educational CDs/DVDs, GPS etc.

There are 16 ICT enabled classrooms in the college with proper audiovisual system. The college has also subscribed to a number of ebooks and e-journals available in INFLIBNET.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

**2.3.3.1 - Number of mentors**

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality**

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

67

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

8

File Description	Documents
Any additional information	<a href="#">View File</a>
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)****2.4.3.1 - Total experience of full-time teachers**

247

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

Because of the ongoing pandemic this year all the classes were carried out on an online mode. Hence, the notices regarding conduction of internal assessment exams and submission of marks were circulated by the Principal through dedicated whatsapp groups. Accordingly, the departmental heads along with other faculty members arranged the exams and the marks were submitted within stipulated time through the concerned University's portal.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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

Generally, the end-of-semester or end-of-session examinations, whichever may be, are conducted by the affiliating university. The university issues admit cards, which are usually distributed one week before the scheduled start date of the examinations. The non-teaching staff always remains alert in this connection and helps the affected students in all possible ways. If students cause trouble in the examination center, the center-in-charge, who is usually the principal, takes immediate action and redresses any grievances. There is provision for post-publication review of results. Students, after the distribution of mark sheets, can apply for such a review through the college. Even after the publication of review results, if a student remains dissatisfied

with his result, he can apply, as per RTI rule, for copies of his answer scripts. After receiving such applications, the university provides photocopies of the students' answer scripts for their review. 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.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

## 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 the programme outcomes and programme specific outcomes and course outcomes for each course been posted on the college website for faster and universal communication. As far as the other modes of communication are concerned, A copy of PO, PSO, and CO has been kept in the library for consultation. semester-specific PO, PSO, and CO have also been made available at the college photocopying centre so that the interested learners can collect a copy of it when they join a course at the beginning of semester, the same has also been sent to all faculty members by email, and the mentors have been asked to share them with the mentees.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NA</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion

in the classroom. The institution takes care of the attainment to measure the POs, PSOs and COs and implements the mechanism as follows:-

(1) Academic Calendar of the affiliating university is followed for each and every event.

(2) Teachers' Diary is maintained by all the departmental teachers for every academic year.

(3) Semester-Wise evaluation Reports are prepared by all the departmental teachers.

(4) Analysis of the evaluation reports is done by the Internal examination committee.

(5) Institute collects feedback from the Stakeholders for the attainment of PO, PSO and CO and act accordingly.

After measuring attainment of POs, PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies seems to be increasing consistently and rapidly in the last few years. In a similar way, the ratio of students' placement is also increasing.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://portal.bzsmcollege.org/index.php/departments">https://portal.bzsmcollege.org/index.php/departments</a>

### 2.6.3 - Pass percentage of Students during the year

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

659

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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/images/SSS\\_2021-22.pdf](https://portal.bzsmcollege.org/images/SSS_2021-22.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

5



File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NA</a>

### 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 in 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

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

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

5

File Description	Documents
URL to the research page on HEI website	<a href="#">NA</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 3 units of NSS working in the institution. Every year various extension and outreach programmes are 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	<a href="https://portal.bzsmcollege.org/index.php/facilities/nss">https://portal.bzsmcollege.org/index.php/facilities/nss</a>
Upload any additional information	<a href="#">View File</a>

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

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

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

**4**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

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

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

**0**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

### 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 eresources.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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

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. The activities are uploaded on institutional website regularly. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/facilities/cultural-activities%20&amp;%20https://portal.bzsmcollege.org/index.php/facilities/gymnasium%20&amp;%20https://portal.bzsmcollege.org/index.php/facilities/sports">https://portal.bzsmcollege.org/index.php/facilities/cultural-activities%20&amp;%20https://portal.bzsmcollege.org/index.php/facilities/gymnasium%20&amp;%20https://portal.bzsmcollege.org/index.php/facilities/sports</a>

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

16

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/facilities/class-rooms">https://portal.bzsmcollege.org/index.php/facilities/class-rooms</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

25.95

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://portal.bzsmcollege.org/index.php/facilities/library">https://portal.bzsmcollege.org/index.php/facilities/library</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.55



File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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 in the Governing Body the Principal is directed to consult with the department for its implementation.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=303:contact-details-for-maintaining-and-utilizing-physical,-academic-and-support-facilities&amp;catid=9&amp;lang=en&amp;Itemid=435">https://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=303:contact-details-for-maintaining-and-utilizing-physical,-academic-and-support-facilities&amp;catid=9&amp;lang=en&amp;Itemid=435</a>

**4.3.2 - Number of Computers**

56

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

8.56

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 eresources. 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 automation 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 ZillaParisad and another is a Civil Engineer named Anupam Ganguli. They take care of repairing, renovation and other construction related to civil and electrical works of the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=303:contact-details-for-maintaining-and-utilizing-physical,-academic-and-support-facilities&amp;catid=9&amp;lang=en&amp;Itemid=435">https://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=303:contact-details-for-maintaining-and-utilizing-physical,-academic-and-support-facilities&amp;catid=9&amp;lang=en&amp;Itemid=435</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1696

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

82

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

### 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

E. none of the above

File Description	Documents
Link to Institutional website	<a href="#">NA</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

34

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

### 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 )

Active students' council is very much involved in every academic and administrative initiative of the college. The Students' Council is formed from the selected students whose attendance in class is regular. A separate office room for the council has been allotted. Programmes like organising sports, annual social programmes, cultural competitions, outreach activities through the women's cell, guiding poor and needy students to take the opportunity of students' poor fund, to avail the facilities of different scholarships offered by government or non-government organisations etc. are conducted by the help of the members of students' council.

File Description	Documents
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/students/students-union">https://portal.bzsmcollege.org/index.php/students/students-union</a>
Upload any additional information	<a href="#">View File</a>

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

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

5

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

Till 2019-20 there was an Alumni association present in the institution which was functional and pro-active but not registered. During 2014-15 to 2018-19 the members of the association donated an amount of Rs. 107000/- (Rupees One Lakh & Seven Thousand Only) which was utilized for dis-advantaged students of this college by providing them financial benefits.

However, the alumnus of this institute are fortunate enough that the association has got its registration during 2020-21 and the members are actively working for the betterment of the association.

There is an online portal available in the college website also where the alumnus can register their names with required data and willingness to contribute for the college. The data is analysed by a committee and a pie-charts are prepared on the basis of that.



File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 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 to 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) too.

File Description	Documents
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/about-us/governing-council">https://portal.bzsmcollege.org/index.php/about-us/governing-council</a>
Upload any additional information	<a href="#">View File</a>

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	<a href="https://portal.bzsmcollege.org/index.php/about-us/governing-council">https://portal.bzsmcollege.org/index.php/about-us/governing-council</a>
Upload any additional information	<a href="#">View File</a>

## 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. Due to the ongoing pandemic this year all perspective or strategic plan and deployment documents were shared through dedicated Whats App groups as well as through institutional website and the concerned members did act accordingly.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/academics/notices">https://portal.bzsmcollege.org/index.php/academics/notices</a>
Upload any additional information	<a href="#">View File</a>

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 nonteaching 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	<a href="https://portal.bzsmcollege.org/index.php/about-us/governing-council">https://portal.bzsmcollege.org/index.php/about-us/governing-council</a>
Link to Organogram of the institution webpage	<a href="https://portal.bzsmcollege.org/images/Organogram_of_Bankura_Zilla_Saradamani_Mahila_Mahavidyapith.pdf">https://portal.bzsmcollege.org/images/Organogram_of_Bankura_Zilla_Saradamani_Mahila_Mahavidyapith.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

## 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 in 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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

01

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### **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 of 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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 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

**IQAC has contributed significantly to institutionalizing the quality assurance strategies and processes. The two examples of institutional initiatives are**

**1. Promotion of Research Culture in the College:-**IQAC takes effort to inculcate research culture in the college. IQAC recommended to establish Research Committee for the promotion of research. IQAC encourages teachers and students to participate in research activities. Faculty members have been encouraged to pursue their Ph. D. work. Adequate infrastructural support such as library, laboratory etc. are provided for research work.

**2. Cultural Activities:-** Cultural Activities Our institute provides opportunities to the students to participate in various cultural activities to develop their personality.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

**The IQAC plays an important role in reviewing institution's teaching learning process, structures & methodologies of**

operations and learning outcomes at periodic intervals. It helps in organizing an interactive session with faculty members following the guidelines given by Governing Body, College Academic Council (CAC) and Departmental Advisory Committee (DAC) to strengthen the Teaching Learning process, Preparation and release of guidelines regarding all Academic activities before the commencement of Semester, Distribution of CMF to the Departments before the commencement of semester, Uploading of Academic plans prepared by respective faculty members on E-CAP portal for easy access to the students, Continuous monitoring of maintenance of CMF, Preparation of attendance registers by Academic section and distribution of the same to respective Departments, Preparation of list of faculty coordinators at Department level for various academic activities and compilation of the same, conducting the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities, Preparation of list of faculty mentors at Department level and distribution of mentoring registers along with guidelines to follow, conducting interactive session with all faculty mentors regarding mentoring of students based on three parameters- Attendance, Performance and Attitude.

File Description	Documents
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/iqac">https://portal.bzsmcollege.org/index.php/iqac</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://portal.bzsmcollege.org/index.php/iqac/minutes%20&amp;%20https://portal.bzsmcollege.org/images/NIRF-Bankura_Zilla_Saradaman%20i_Mahila_Mahavidpith20191214-.pdfya">https://portal.bzsmcollege.org/index.php/iqac/minutes%20&amp;%20https://portal.bzsmcollege.org/images/NIRF-Bankura_Zilla_Saradaman%20i_Mahila_Mahavidpith20191214-.pdfya</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 boundary 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 AntiRagging 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	<a href="#">NA</a>
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	<a href="https://portal.bzsmcollege.org/images/7.1.1new.pdf">https://portal.bzsmcollege.org/images/7.1.1new.pdf</a>

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

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

**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.

**Waste recycling system:** A pit has been dug where the biodegradable wastes like fallen leaves, dried flowers etc. are dumped in

regular basis. Cow dung collected from market and some vermies are deposited in that pit and the pit is covered for some days. After the required time the pit is opened and a very good bio-composts is available which is used as a manure for floriculture.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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).

To provide an inclusive environment the institution undertakes various efforts/ initiatives like Celebration of Independence Day, Celebration of NSS Golden Jubilee Day, Celebration of Rashtriya Ekta Diwas, Blood Donation Camp, Thalassamia Awareness Camp, Awareness camp on Suicide Prevention, Celebration of National Youth Day, Celebration of National Voter's Day, Celebration of Republic Day, Celebration of UN's Mother language Day, NSS Special Camp etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution 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. However, the teachers of this institution tried their level best 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 and supportive learning environment using online platform. Besides, code of conduct was prepared for both students and staff as well and displayed on institutional website.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">NA</a>
Any other relevant information	<a href="https://portal.bzsmcollege.org/index.php/about-us/vision">https://portal.bzsmcollege.org/index.php/about-us/vision</a>

**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	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>



### 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. To inculcate patriotic sentiment amongst all each year Republic day as well as Independence day are celebrated. Besides these, on the 21st day of June every year International Yoga Day is organised.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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

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

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

**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.

**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.

**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.

**2. Title of the Practice:** Playing National Anthem on campus on a daily basis  
**Objectives of the Practice:** Inculcating Patriotic Sentiment

**The Context:** National integration and secular outlook

**The Practice:** Playing the anthem-music everyday (except Sundays and other holidays) at 11:00 AM

**Evidence of Success:** Students are very respectful and proud of the practice and abide by the norms meticulously.

**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	<a href="https://portal.bzsmcollege.org/images/BEST_PRACTICES_bzsmm.pdf">https://portal.bzsmcollege.org/images/BEST_PRACTICES_bzsmm.pdf</a>
Any other relevant information	<a href="https://portal.bzsmcollege.org/images/Best_practices.pdf">https://portal.bzsmcollege.org/images/Best_practices.pdf</a>

### 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

Being the only Girls' college in the district the institution is serving at its best for the cause of educating female students,

especially those coming from rural and economically weaker background by offering a healthy politics-free learning environment having well-qualified and experienced teachers. A major portion of the students of this institution belong to the first generation in their families to get a higher education. Apart from regular classroom teaching the institution helps its students to explore in extra curricular activities including sports etc. Every year the students from this institution secure good place in University rankings. Their achievement in other fields viz. Mock Parliament, Parade organised by NCC is also a matter of pride for the institution.

Not only students, the institution has got its excellent teaching faculties also which are the main pillars of this institution. Apart from teaching they serve at their best in other activities related to NAAC, NCC, NSS, College development etc. The Principal of the institution himself is a recipient of "Shiksha Ratna", a honorary award given in the field of education by the Govt. of West Bengal.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

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 of conducting extra classes, tutorial classes etc. are outlined equally for both advanced and dis-advanced students. The proceedings adopted in 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.

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 dates 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	<a href="#">View File</a>
Link for Additional information	<a href="https://portal.bzsmcollege.org/images/Academic_Calendar_2021-22.pdf">https://portal.bzsmcollege.org/images/Academic_Calendar_2021-22.pdf</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	<a href="#">View File</a>
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**

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
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

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 institution integrates crosscutting issues relevant to Environment into the Curriculum as directed by the affiliating University. Since 2017-18 Environmental Studies have been taught as Ability-Enhancement Compulsory Course (AECC) in the institution for all streams of under graduate honours and programme courses (Arts and Science ).

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

52

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the	C. Any 2 of the above
---	-----------------------

**syllabus and its transaction at the institution from the following stakeholders**  
**Students Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="https://docs.google.com/forms/d/e/1FAIpQLSct8Jaq3pzEWTXbQmNcXZaxJVraL3OSCFHDYA9QtZbYDVc23g/viewform%20&amp;%20https://portal.bzsmcollege.org/index.php/students/feedback">https://docs.google.com/forms/d/e/1FAIpQLSct8Jaq3pzEWTXbQmNcXZaxJVraL3OSCFHDYA9QtZbYDVc23g/viewform%20&amp;%20https://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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://docs.google.com/forms/d/e/1FAIpQLSct8Jaq3pzEWTXbQmNcXZaxJVraL3OSCFHDYA9QtZbYDVc23g/viewform%20&amp;%20https://portal.bzsmcollege.org/index.php/students/feedback">https://docs.google.com/forms/d/e/1FAIpQLSct8Jaq3pzEWTXbQmNcXZaxJVraL3OSCFHDYA9QtZbYDVc23g/viewform%20&amp;%20https://portal.bzsmcollege.org/index.php/students/feedback</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

##### 2.1.1.1 - Number of students admitted during the year

**1160**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>



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

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

684

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 examinations and feedback from class teachers.

4. The advanced learners regularly participate in the activities such as 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.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
2536	67

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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 inspire 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 of the lesson plan, lecture delivered etc. have been introduced. The college also offers Mentor mentee system in each of its department.

As per the direction of State Government the institution was closed throughout the year to combat Novel Corona Virus. Hence, some methods like field visits, wall magazine were not adopted this year. However, online platform was utilized to adopt other methodologies like internal assessment test, assignments, presentations, projects at departmental levels to enhance the

**learning experiences.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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 various ICT enabled tools and elearning resources to ensure effective teaching learning. Laptops are available for every teaching faculty. Moreover, they are provided with other teaching aids like Desktop, LCD projectors, Printers, Pendrives educational CDs/DVDs, GPS etc.

There are 16 ICT enabled classrooms in the college with proper audiovisual system. The college has also subscribed to a number of ebooks and e-journals available in INFLIBNET.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

**2.3.3.1 - Number of mentors**

**24**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year****67**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****8**

File Description	Documents
Any additional information	<a href="#">View File</a>
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)****2.4.3.1 - Total experience of full-time teachers****247**

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

Because of the ongoing pandemic this year all the classes were carried out on an online mode. Hence, the notices regarding conduction of internal assessment exams and submission of marks were circulated by the Principal through dedicated whatsapp groups. Accordingly, the departmental heads along with other faculty members arranged the exams and the marks were submitted within stipulated time through the concerned University's portal.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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

Generally, the end-of-semester or end-of-session examinations, whichever may be, are conducted by the affiliating university. The university issues admit cards, which are usually distributed one week before the scheduled start date of the examinations. The non-teaching staff always remains alert in this connection and helps the affected students in all possible ways. If students cause trouble in the examination center, the center-in-charge, who is usually the principal, takes immediate action and redresses any grievances. There is provision for post-publication review of results. Students, after the

distribution of mark sheets, can apply for such a review through the college. Even after the publication of review results, if a student remains dissatisfied with his result, he can apply, as per RTI rule, for copies of his answer scripts. After receiving such applications, the university provides photocopies of the students' answer scripts for their review. 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.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

## 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 the programme outcomes and programme specific outcomes and course outcomes for each course been posted on the college website for faster and universal communication. As far as the other modes of communication are concerned, A copy of PO, PSO, and CO has been kept in the library for consultation. semester-specific PO, PSO, and CO have also been made available at the college photocopying centre so that the interested learners can collect a copy of it when they join a course at the beginning of semester, the same has also been sent to all faculty members by email, and the mentors have been asked to share them with the mentees.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NA</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom. The institution takes care of the attainment to measure the POs, PSOs and COs and implements the mechanism as follows:-

(1) Academic Calendar of the affiliating university is followed for each and every event.

(2) Teachers' Diary is maintained by all the departmental teachers for every academic year.

(3) Semester-Wise evaluation Reports are prepared by all the departmental teachers.

(4) Analysis of the evaluation reports is done by the Internal examination committee.

(5) Institute collects feedback from the Stakeholders for the attainment of PO, PSO and CO and act accordingly.

After measuring attainment of POs, PSOs and COs, it has been observed that the strength of the students as well as passing percentage of the students is increasing progressively. Besides, students' progression to the higher studies seems to be increasing consistently and rapidly in the last few years. In a similar way, the ratio of students' placement is also increasing.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://portal.bzsmcollege.org/index.php/departments">https://portal.bzsmcollege.org/index.php/departments</a>

**2.6.3 - Pass percentage of Students during the year**

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

659

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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/images/SSS\\_2021-22.pdf](https://portal.bzsmcollege.org/images/SSS_2021-22.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

5



File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NA</a>

### 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 in 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year****3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

00

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

5

File Description	Documents
URL to the research page on HEI website	<a href="#">NA</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year****3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 3 units of NSS working in the institution. Every year various extension and outreach programmes are 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	<a href="https://portal.bzsmcollege.org/index.php/facilities/nss">https://portal.bzsmcollege.org/index.php/facilities/nss</a>
Upload any additional information	<a href="#">View File</a>

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

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

4

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

0

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

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

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**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 eresources.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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

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. The activities are uploaded on institutional website regularly. 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.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/facilities/cultural-activities%20&amp;%20https://portal.bzsmcollege.org/index.php/facilities/gymnasium%20&amp;%20https://portal.bzsmcollege.org/index.php/facilities/sports">https://portal.bzsmcollege.org/index.php/facilities/cultural-activities%20&amp;%20https://portal.bzsmcollege.org/index.php/facilities/gymnasium%20&amp;%20https://portal.bzsmcollege.org/index.php/facilities/sports</a>

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

**16**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/facilities/class-rooms">https://portal.bzsmcollege.org/index.php/facilities/class-rooms</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

**25.95**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://portal.bzsmcollege.org/index.php/facilities/library">https://portal.bzsmcollege.org/index.php/facilities/library</a>

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

**B. Any 3 of the above**



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

0.55

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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 in the Governing Body the Principal is directed to consult with the department for its implementation.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=303:contact-details-for-maintaining-and-utilizing-physical,-academic-and-support-facilities&amp;catid=9&amp;lang=en&amp;Itemid=435">https://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=303:contact-details-for-maintaining-and-utilizing-physical,-academic-and-support-facilities&amp;catid=9&amp;lang=en&amp;Itemid=435</a>

#### 4.3.2 - Number of Computers

56

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

8.56

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 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 automation 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, renovation and other construction related to civil and electrical works of the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=303:contact-details-for-maintaining-and-utilizing-physical,-academic-and-support-facilities&amp;catid=9&amp;lang=en&amp;Itemid=435">https://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=303:contact-details-for-maintaining-and-utilizing-physical,-academic-and-support-facilities&amp;catid=9&amp;lang=en&amp;Itemid=435</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1696

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

82

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>E. none of the above</b>
File Description	Documents
Link to Institutional website	<a href="#">NA</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

#### **5.2.2.1 - Number of outgoing student progression to higher education**

34

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### **5.3 - Student Participation and Activities**

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

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

0

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

Active students' council is very much involved in every academic and administrative initiative of the college. The Students' Council is formed from the selected students whose attendance in class is regular. A separate office room for the council has been allotted. Programmes like organising sports, annual social programmes, cultural competitions, outreach activities through the women's cell, guiding poor and needy students to take the opportunity of students' poor fund, to avail the facilities of different scholarships offered by government or non-government organisations etc. are conducted by the help of the members of students' council.

File Description	Documents
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/students/students-union">https://portal.bzsmcollege.org/index.php/students/students-union</a>
Upload any additional information	<a href="#">View File</a>

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

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

5



File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

Till 2019-20 there was an Alumni association present in the institution which was functional and pro-active but not registered. During 2014-15 to 2018-19 the members of the association donated an amount of Rs. 107000/- (Rupees One Lakh & Seven Thousand Only) which was utilized for dis-advantaged students of this college by providing them financial benefits.

However, the alumnus of this institute are fortunate enough that the association has got its registration during 2020-21 and the members are actively working for the betterment of the association.

There is an online portal available in the college website also where the alumnus can register their names with required data and willingness to contribute for the college. The data is analysed by a committee and a pie-charts are prepared on the basis of that.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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 to 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) too.

File Description	Documents
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/about-us/governing-council">https://portal.bzsmcollege.org/index.php/about-us/governing-council</a>
Upload any additional information	<a href="#">View File</a>

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	<a href="https://portal.bzsmcollege.org/index.php/about-us/governing-council">https://portal.bzsmcollege.org/index.php/about-us/governing-council</a>
Upload any additional information	<a href="#">View File</a>

## 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. Due to the ongoing pandemic this year all perspective or strategic plan and deployment documents were shared through dedicated Whats App groups as well as through institutional website and the concerned members did act accordingly.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/academics/notices">https://portal.bzsmcollege.org/index.php/academics/notices</a>
Upload any additional information	<a href="#">View File</a>

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 nonteaching 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	<a href="https://portal.bzsmcollege.org/index.php/about-us/governing-council">https://portal.bzsmcollege.org/index.php/about-us/governing-council</a>
Link to Organogram of the institution webpage	<a href="https://portal.bzsmcollege.org/images/Organogram%20of%20Bankura%20Zilla%20Saradamani%20Mahila%20Mahavidyapith.pdf">https://portal.bzsmcollege.org/images/Organogram of Bankura Zilla Saradamani Mahila Mahavidyapith.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

### 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 in 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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

01

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**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 of 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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 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	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

## 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

**IQAC has contributed significantly to institutionalizing the quality assurance strategies and processes. The two examples of institutional initiatives are**

**1. Promotion of Research Culture in the College:-** IQAC takes effort to inculcate research culture in the college. IQAC recommended to establish Research Committee for the promotion of research. IQAC encourages teachers and students to participate in research activities. Faculty members have been encouraged to pursue their Ph. D. work. Adequate infrastructural support such as library, laboratory etc. are provided for research work.

**2. Cultural Activities:-** Cultural Activities Our institute provides opportunities to the students to participate in various cultural activities to develop their personality.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

The IQAC plays an important role in reviewing institution's teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals. It helps in organizing an interactive session with faculty members following the guidelines given by Governing Body, College Academic Council (CAC) and Departmental Advisory Committee (DAC) to strengthen the Teaching Learning process, Preparation and release of guidelines regarding all Academic activities before the commencement of Semester, Distribution of CMF to the Departments before the commencement of semester, Uploading of Academic plans prepared by respective faculty members on E-CAP portal for easy access to the students, Continuous monitoring of maintenance of CMF, Preparation of attendance registers by Academic section and distribution of the same to respective Departments, Preparation of list of faculty coordinators at Department level for various academic activities and compilation of the same, conducting the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities, Preparation of list of faculty mentors at Department level and distribution of mentoring registers along with guidelines to follow, conducting interactive session with all faculty mentors regarding mentoring of students based on three parameters- Attendance, Performance and Attitude.

File Description	Documents
Paste link for additional information	<a href="https://portal.bzsmcollege.org/index.php/iqac">https://portal.bzsmcollege.org/index.php/iqac</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="https://portal.bzsmcollege.org/index.php/igac/minutes%20&amp;%20https://portal.bzsmcollege.org/images/NIRF-Bankura_Zilla_Saradamani_Mahila_Mahavidpith20191214-.pdfya">https://portal.bzsmcollege.org/index.php/igac/minutes%20&amp;%20https://portal.bzsmcollege.org/images/NIRF-Bankura_Zilla_Saradamani_Mahila_Mahavidpith20191214-.pdfya</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 boundary 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 AntiRagging 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	<a href="#">NA</a>
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	<a href="https://portal.bzsmcollege.org/images/7.1.1new.pdf">https://portal.bzsmcollege.org/images/7.1.1new.pdf</a>

**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	<a href="#">View File</a>

**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**

**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.

**Waste recycling system:** A pit has been dug where the

biodegradable wastes like fallen leaves, dried flowers etc. are dumped in regular basis. Cow dung collected from market and some vermies are deposited in that pit and the pit is covered for some days. After the required time the pit is opened and a very good bio-composts is available which is used as a manure for floriculture.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles**
- 2.Use of bicycles/ Battery-powered vehicles**
- 3.Pedestrian-friendly pathways**
- 4.Ban on use of plastic**
- 5.Landscaping**

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

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

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

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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).

To provide an inclusive environment the institution underatkes various efforts/ initiatives like Celebration of Independence Day, Celebration of NSS Golden Jubilee Day, Celebration of Rashtriya Ekta Diwas, Blood Donation Camp ,Thalassamia Awareness Camp ,Awareness camp on Suicide Prevention, Celebration of National Youth Day, Celebration of National Voter's Day, Celebration of Republic Day ,Celebrartion of UN's Mother language Day, NSS Special Camp etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institution 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. However, the teachers of this institution tried their level best 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 and supportive learning environment using online platform. Besides, code of conduct was prepared for both students and staff as well and displayed on institutional website.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">NA</a>
Any other relevant information	<a href="https://portal.bzsmcollege.org/index.php/about-us/vision">https://portal.bzsmcollege.org/index.php/about-us/vision</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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. To inculcate patriotic sentiment amongst all each year Republic day as well as Independence day are celebrated. Besides these, on the 21st day of June every year International Yoga Day is organised.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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

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

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

**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.

**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.

**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.

### 2. Title of the Practice: Playing National Anthem on campus on a daily basis **Objectives of the Practice:** Inculcating Patriotic Sentiment

**The Context:** National integration and secular outlook

**The Practice:** Playing the anthem-music everyday (except Sundays and other holidays) at 11:00 AM

**Evidence of Success:** Students are very respectful and proud of the practice and abide by the norms meticulously.

**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	<a href="https://portal.bzsmcollege.org/images/BEST_PRACTICES_bzsmm.pdf">https://portal.bzsmcollege.org/images/BEST_PRACTICES_bzsmm.pdf</a>
Any other relevant information	<a href="https://portal.bzsmcollege.org/images/Best_practices.pdf">https://portal.bzsmcollege.org/images/Best_practices.pdf</a>

### 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

Being the only Girls' college in the district the institution is serving at its best for the cause of educating female students, especially those coming from rural and economically weaker background by offering a healthy politics-free learning environment having well-qualified and experienced teachers. A major portion of the students of this institution belong to the first generation in their families to get a higher education. Apart from regular classroom teaching the institution helps its students to explore in extra curricular activities including sports etc. Every year the students from this institution secure good place in University rankings. Their achievement in other fields viz. Mock Parliament, Parade organised by NCC is also a matter of pride for the institution.

Not only students, the institution has got its excellent teaching faculties also which are the main pillars of this institution. Apart from teaching they serve at their best in other activities related to NAAC, NCC, NSS, College development etc. The Principal of the institution himself is a recipient of "Shiksha Ratna", a honorary award given in the field of education by the Govt. of West Bengal.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 arrange on-campus placement facilities.

To construct the dseperate departmental staffrooms within the campus