



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	
BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH	
• Name of the Head of the institution	SRI DEBABRATA MUKHERJEE
• Designation	TEACHER-IN-CHARGE
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03242251194
• Mobile no	9547292160
• Registered e-mail	sarada_06@yahoo.co.in
• Alternate e-mail	bzsmcollegeofficial@gmail.com
• Address	Nutanchati, Bankura, West Bengal
• City/Town	Bankura
• State/UT	West Bengal
• Pin Code	722101
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	DR ANUPRIYA MANDAL				
• Phone No.	9434529509				
• Alternate phone No.	9547292160				
• Mobile	9434529509				
• IQAC e-mail address	iqac@bzsmcollege.org				
• Alternate Email address	aanupriya87@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/index.php/academics.html				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.5	2007	31/03/2007	31/03/2012
Cycle 2	A	3.03	2015	31/03/2015	31/12/2020
Cycle 3	C	1.91	2021	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	2022-23	00	
8.Whether composition of IQAC as per latest NAAC guidelines	No				
• Upload latest notification of formation of	No File Uploaded				

IQAC		
9.No. of IQAC meetings held during the year	5	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Motivated and encourage faculty members to participate the Faculty Induction Programmes & Refreshers Courses as well as different seminars, workshops and conferences.		
Organized seminar in collaboration with the department of Philosophy on 'Samkhya Metaphysics' on 27th August, 2022 and special lecture on 'Soil Erosion' and 'Qualitative Research' in collaboration with department of Geography.		
IQAC successfully implemented the mentor-mentee system, contributed in the development of Academic Calendar, Routine and academic planning to ensure the improvement of the teaching learning atmosphere of the college.		
IQAC has successfully signed MoU with neighboring colleges affiliated to our home University and colleges affiliated to other Universities for smooth exchange of Faculty members as well as students.		
IQAC has conducted Academic Audit, Green Audit, Administrative Audit and Gender Audit.		
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		

from various departments participate in different project works in an interdisciplinary/ multidisciplinary mode. The classes of the said course are also taken by faculty members from different departments, such as Chemistry, Economics and Geography. The add on courses such as, Communicative English by the department of English and Spoken Sanskrit, by the department of Sanskrit are also executed in an interdisciplinary mode. On the other hand, as our affiliating University, Bankura University is ready to embrace the New Education Policy (NEP 2020) in the upcoming session (2023-2024), it is going through the process of redesigning academic programmes in order to incorporate multidisciplinary and interdisciplinary classes as electives. It will allow students the autonomy and adaptability to customise their studies by selecting courses from various fields, including their preferred major and minor subjects. Being an affiliated college, our institution is also making preparations to include an interdisciplinary/ multidisciplinary approach that will facilitate comprehensive growth and development among its pupils. Our institution is actively engaged in the execution of the recommendations outlined in the National Education Policy (NEP).

16.Academic bank of credits (ABC):

The National Education Policy 2020 (NEP 2020) proposes the implementation of the Academic Bank of Credit (ABC) as one of its key elements. Every student in India is required to register for ABC ID - a unique 12-digit code to digitally store, manage, and access all their academic credits, including degrees, diplomas, certificates, training details, and co-curricular accomplishments. This ID functions as a digital identity for the student in the realm of education. The level of preparedness of an institution in implementing the Academic Bank of Credits (ABC) is contingent upon the guidelines provided by the affiliating university and the Higher Education Department of the Government of West Bengal. Since our institution is affiliated with Bankura University, the affiliating university must decide on the implementation of ABC ID. However, no such initiative has been taken by the University until now. Nevertheless, our institution is diligently striving to create a centralised database of all our students to ensure a seamless deployment of ABC ID in the future.

17.Skill development:

Our institution provides its students with the opportunity to participate in Certificate Courses that are designed to equip them with basic skills and software knowledge in MS Office and improve their communication skills in English. On the other hand, the department of Geography also provides online certificate courses on

GIS to its students. The Skill Enhancement Courses (SEC) are already included by our affiliating university in different Programmes. Furthermore, the organisation of workshops, study tours, and student seminars at regular intervals are advantageous for building essential abilities and skills among students. Simultaneously, different measures have already been taken to implement the skill based National Education Policy in a meaningful way in the near future. Our institution's future objective is to provide vocational courses to develop skills among young individuals and students living in rural regions. Additionally, we want to establish collaborations with industry, NGOs, and sponsoring organisations to get assistance for skill-based courses.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Indian Knowledge Systems (IKS) is an innovative cell under the Ministry of Education (MoE) at the All India Council for Technical Education (AICTE) in New Delhi. Its mission is to promote interdisciplinary research on all aspects of IKS, preserve and disseminate traditional knowledge, and encourage future research and societal applications. IKS promotes our country's rich history in arts and literature, agriculture, basic sciences, engineering, and technology, architecture, management, and economics. The Indian Knowledge System includes India's past, current, and future educational, health, and environmental aims. The weblink to the website on IKS launched by MoE is available on the college website for easy access by students. Currently, our institution offers MIL (Modern Indian Languages) as compulsory subjects according to the CBCS curriculum established by the affiliating university, ensuring the proper integration of the Indian knowledge system to some extent. In our teaching-learning system, we are simultaneously using both Bengali and English as mediums of instruction. Undergraduates have the opportunity to study Sanskrit, which is considered the cradle of North Indian languages and a treasure trove of ancient Indian wisdom and knowledge. Our college's Sanskrit Department offered a certificate course in Spoken Sanskrit online. The departments related to social science help to cultivate a sense of national unity, admiration for native art and culture, and awareness of civic responsibilities among the students. On the other hand, the department of Philosophy helps to inculcate a fundamental comprehension of Indian philosophical thought. Our institution is also planning to introduce add on courses related to the Indian Knowledge System in the near future.

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

In meetings convened by the Internal Quality Assurance Cell, the OBE concept has been examined in depth. To facilitate the transition to an outcome-based curriculum, every department has been directed to develop Programme Specific Outcomes and Course Outcomes that centre on the intended results and products to be provided to students. Course Outcomes (CO), Programme Specific Outcomes (PSO), and Programme Outcomes (PO) are explicitly stated on our website and throughout the departments. The Academic Committee and IQAC provide teachers with a comprehensive orientation regarding these outcomes at the commencement of each academic term.

20.Distance education/online education:

The institute effectively delivered all course material using online platforms such as social media for communication with students, Google Meet for online classes, and Google Classroom and e-library for resources. Throughout the COVID-19 pandemic, the Institute successfully completed online assessments. Online mode has become an integral part of the teaching learning system and is now used as a complimentary method for face-to-face teaching and learning. Setting aside the adverse effects of the absence of classroom instruction, online education has overcome geographical limitations by facilitating contact between teachers and learners from remote locations. Wi-Fi connectivity equips the entire college campus, enabling the seamless execution of instructional and administrative tasks in an online environment. In order to effectively address future difficulties, the institution has planned to provide a comprehensive range of electronic content materials, created by faculty members, to all students via online platforms. The college is gearing up for more facilities in online mode for smooth implementation of NEP 2020 in the next session. Simultaneously, our college is providing distance education for PG courses since 2007. The study centres of the University of Burdwan and Rabindra Bharati University are running successfully in distance mode to ensure higher education in postgraduate courses for the maximum number of students.

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	View File

2.Student

2.1 **1206**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 **656**

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

File Description	Documents
Data Template	View File

2.3 **582**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **67**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **70**

Number of sanctioned posts during the year

Extended Profile

1.Programme

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

File Description	Documents
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2.1	1206
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File Description	Documents
Data Template	View File

3.Academic

3.1	67
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	70
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	41
Total number of Classrooms and Seminar halls	
4.2	293.62
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	
<p>The institution provides successful curriculum delivery via a well-planned and recorded procedure. Principal as well as the faculty members support the teaching-learning process, i.e. successful curriculum delivery as defined by the affiliating institution.</p> <p>At the start of each new academic session, meetings are held with all of the college's faculties under the auspices of the Teachers' Council, as well as with all HODs/In-Charges in the Academic subcommittee, to develop clear strategies for efficient curriculum delivery.</p> <p>The Principal/Teacher-in-Charge oversees the whole process, which is recorded by the Academic Committee chairman and the Teachers' Council Secretary. IQAC supervises the whole procedure. All faculties use new teaching and learning techniques in addition to conventional chalk and talk methods to deliver content. Along with the conventional classes classroom teaching is also blended with</p>	

use of ICT. Class tests, Mid-term tests and internal exams are conducted either centrally or departmentally to test the progress of the students based on needs and situations.

Remedial classes are conducted for slow learners. Task-based projects are given to advanced learners. The CBCS framework provides flexibility in choosing Generic Elective subjects for the students to integrate knowledge from different disciplines and enhance the academic strength of a student.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://portal.bzsmcollege.org/index.php/facilities/virtual-class/virtual-classes-2020

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

BZSMM is affiliated with Bankura University. The college calendar of events aligns with the university calendar and includes weekly working days, government holidays, internal assessment dates, practical exam dates, workshops, technical seminars, industrial visits, sports days, cultural days, and last working day of the semester. It is approved by the Governing Council. The approved schedule of events is sent to all staff and students, and published to the college website for information and compliance.

The institution creates an institute-level calendar, which is then used to create calendars for each department. The Institute Calendar of Events offers information such as the overall number of working days and holidays, CIE dates, and dates for the Institute's flagship programmes. Academic calendars assist faculty members in planning their respective course delivery, research, academic, and extracurricular activities. Department heads carefully oversee and monitor the fulfilment of the syllabus according to the lesson plan created by faculty members. The syllabus covering for each CIE is determined well in advance, and faculty members stick to it. Students' Continuous Internal Evaluation (CIE) includes internal assessment examinations (IA), assignments, quizzes, and seminars.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://portal.bzsmcollege.org/index.php/academics.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**1**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**0**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Co-curricular and Extracurricular Activities

The curriculum of the institute incorporates cross-cutting problems related to gender, human values, sustainability, the environment, and professional ethics

Gender

Numerous initiatives are run for our female students and women, including camps for hemoglobin check-ups and the creation of folk-dance competitions. Programs on Women's Empowerment, Laws for Women, Women's Day, and other topics are organized by the Committee for Woman Antiharassment and Internal Complaint Committee.

Environment and Sustainability

By planting trees and implementing other sustainable development initiatives, N.S.S. encourages environmental protection. During the special camps, the N.S.S. unit conducts a variety of activities in the neighboring communities each year.

Human Values and Professional Ethics

Government agencies and the NSS organize lectures, quizzes, essays, and other activities to help students develop a scientific mindset and social consciousness. The college makes an effort to incorporate moral and human values into its extracurricular programs.

Environment and Sustainability

The issues of Environment and Sustainability are addressed through the course "Environmental Studies" offered to all students in the semester-I. Through this course, students are sensitized to ecological and environmental issues connected with land, air, and water, with awareness on sustainable development.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

00

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

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

0

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/forms/d/e/1FAIpQLSct8Jaq3pzEWTXbQmNcXZaxJVraL3OSCFHDYA9QtZbYDVc23g/viewform%20&%20https://portal.bzsmcollege.org/index.php/students/feedback
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://docs.google.com/forms/d/e/1FAIpQLSct8Jaq3pzEWTXbQmNcXZaxJVraL3OSCFHDYA9QtZbYDVc23g/viewform%20&%20https://portal.bzsmcollege.org/index.php/students/feedback

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1206

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year**684**

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution supports the approach of helping all sluggish learners advance to more advanced learning levels with a fair amount of comfort and proficiency. The Departments use their own systems to deal with the unique requirements of their sluggish learners. In addition to the regular class interactions that enable teachers to analyze each student's academic ability, the findings of the initial internal assessment are used to identify slow learners. As a result, they coordinate

1. Remedial Classes
2. Group Discussions
3. Question Banks
4. Tutorial classes

The goal of these processes is to raise the slow learners to the course's regular learning levels. Students who exhibit high learning abilities are encouraged to reach their full potential using the following approaches:

1. Student-Seminars with PowerPoint Presentations
2. Creative Writing for Wall-Magazines,
3. College Magazines
4. Project Work

These activities are designed to give students a basic introduction to academic research while also improving their public speaking skills through the use of audio-visual aids.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

Number of Students	Number of Teachers
2613	67

File Description	Documents
Any additional information	View File

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

To enhance learning experiences during teaching-learning process the teachers make sure that the methods adopted are more student-centric. 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 institution has adopted various student-centric interactive strategies like Project writing, Student Seminar, Field visit, Quiz contest, Wall magazine, Webinar, various e-courses etc. Moreover, blending variety of methods like Power Point Presentation of the lesson plan, lecture delivered etc. have been introduced. The institution also offers Mentor-mentee system in each of its department.

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

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

In today's generation for effective teaching-learning process use of ICT enabled tools is very important. In this institution also the teachers use various ICT enabled tools and e-learning 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, Pen drives educational CDs/DVDs, GPS etc. There are 16 ICT enabled classrooms in the institution with proper audiovisual system. The institution has also subscribed to a number of e-books and e-journals available in INFLIBNET.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

67

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

25

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

247

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is a very strong method of evaluation for the students. It is the best method because students easily express their concept for their curriculum studies. It is the platform for develop their creativity power. There are various advantages for internal assessment. Like as -- Internal assessment provides continuous systematic evaluation as well as motivation to study systematically. It also provides the knowledge of progress periodically. Internal assessment improves the students' performance through different types of assignmentssuch as internal test, seminars and practical. Internal assessments are pretty identical to external assessments as they play a significant role in raising the standards of the learning process.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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

This is the actual process for evaluation for the student. This is the time bound examination. All the teachers know their students that means students creativity power. If the students are weak in their studies than teacher guide them in their proper way. The teacher inform the students guardianabout their children's actual position in studies. Not only this but also they give their important advice to improve their progress in studied. For this examination it is possible to improve the students in their studies. Through this test students can later improve their mistakes. Students can discover advanced learning methods. Teachers get adequate time to prepare their students for final examination.

File Description	Documents
Any additional information	View File
Link for additional information	NA

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 Head of each department of the college (HOD) convenes a departmental meeting at the start of each academic year to discuss the distribution of syllabus among faculty members as well as the formulation of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are prepared by each department.
- The Programme Outcome (PO), Programme Specific Outcome (PSO), and Course Outcome (CO) of the different courses are prominently displayed on the college Website and Prospectus for quick and widespread dissemination.
- This ensures that all stakeholders, particularly students, understand the objectives of the courses and the specific learning outcomes expected upon completion of a specific course.
- With its online facilities, the Admission Committee assists students in comprehending various programme and course outcomes, making the decision-making process of selecting courses more efficient.
- Every department in its induction programme highlights the curriculum and course outcomes at the outset of the course.
- Syllabus and learning outcomes are provided in both hard copy and soft copy in every department. A physical copy of the learning outcome is prominently showcased in the department as well as in the library for future reference.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NA
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Evaluating the programme outcomes, program-specific outcomes, and course outcomes is a standard practice as well as a crucial task for the institution. Students are informed about these outcomes through formal discussions in the classroom at the very outset. The institution ensures the achievement of measuring the POs, PSOs, and COs and puts the mechanism into practice as follows:-

- A central Academic Calendar based on university guidelines

and the Lesson Plans prepared at the departmental level guarantee that lectures/classes meet course outcomes and the syllabus gets completed on time.

- Regular meetings are held within the department to track the teaching-learning process's progress.
- Internal assessments, student seminars, group discussion, and finally the examinations at the end of each semester are a few methods used to directly evaluate whether or not the Course Outcomes have been achieved.
- During the preparation of the question papers for the internal examination, the Course Outcomes are being taken into consideration. The degree to which the Course Outcomes have been accomplished may be evaluated once the answer scripts have been evaluated by the faculty members of each department.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NA

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

582

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	NA

2.7 - Student Satisfaction Survey

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

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

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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	View File
Institutional data in prescribed format	View File

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)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

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	View File
Paste link for additional information	NA

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

0

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

25

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

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

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

00

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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	NA
Upload any additional information	View File

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	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

0

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- Bankura Zilla Saradamani Mahila Mahavidyapith is committed to provide premium teaching - learning experience to our students. The institution presently is well equipped with all modern technologies.
- The campus is fully wi - fi enabled.
- There are 44 classrooms in the college and which are well furnished and well decorated.
- There are two smart classrooms in the college.
- There are 18 ICT enable classrooms in the college.
- For the benefit of the students there are ten (10) well

equipped laboratories for Physics (2), Chemistry (2), Geography (2), Mathematics (1), Music (2), Language Laboratory(1) in the college.

- For supplying cool and purified water to the students four water purifier cum cooler have been installed in the college.
- There is a fully digitised central library in the college which has more than 25000 books. The library has two separate reading rooms for the students and the staff. The library has the subscription of various e - resources through inflibnet. During the time of the examination the library remains open up to 7 P.M. in the evening, i.e. beyond the regular college hours. The library has regular subscriptions of several English and Bengali daily newspapers and magazines.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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

Bankura Zilla Saradamani Mahila Mahavidyapith believes that regular participation in various cultural and sporting activities is not only beneficial for mental well - being of the students, but also helps in developing personality, leadership and inter - personal communication. The college has one open air stage ornate with various cultural insignias of the Rarh Bengal. There is another large auditorium with more than five hundred seating capacity. In addition to that there is a fully air conditioned hall with hundred seating capacity. All the cultural events are organised under the guidance of the cultural sub - committee. Cultural events are organised on various occasions like fresher's welcome, annual cultural festival, birthday of Rabindranath Tagore, Independence Day, Republic day and several other commemorative days. There is an open ground for various sporting activities. There are separate courts for playing volleyball and badminton. Various sports tournaments are organised in the college under the guidance of Sports sub - committee. Students regularly use to participate in various district and state level sporting competitions. The institution moreover has separate gymnasium and yoga centres for both the students and the teachers.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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	View File
Paste link for additional information	https://portal.bzsmcollege.org/index.php/facilities/class-rooms
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

77.18

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The institution has a fully digitized Libray, 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 ejournals are available in the Library. The college has adopted lending of books through digitized system.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NA

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.08

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

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

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

45

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

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 economicviability. 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	View File
Paste link for additional information	NA

4.3.2 - Number of Computers

56

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

43.01

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Physical Facilities:

- Laboratories:** Our institution maintains well-equipped laboratories across various disciplines, including physics, chemistry, geography and mathematics. Regular maintenance schedules are followed to ensure that equipment is in optimal working condition.

2. **Library:** The library serves as the intellectual hub of our institution, offering a vast collection of books, journals, and digital resources. We employ a comprehensive cataloging system and automated checkout process to streamline access for students and faculty. Continuous feedback mechanisms enable us to enhance the library's resources and services to meet evolving academic needs.
3. **Sports Complex:** BZSMM is proud to offer state-of-the-art sports facilities, including indoor and outdoor courts, fields, and well equipped gymnasiums.

Academic Facilities:

1. **Computers:** Our institution maintains computer labs equipped with the latest hardware and software to support academic and research activities. Regular updates and maintenance checks are conducted to ensure optimal performance and security.
2. **Classrooms:** BZSMM boasts modern classrooms equipped with audio-visual aids and interactive whiteboards to facilitate dynamic and engaging learning experiences.

Support Facilities:

In addition to our physical and academic facilities, BZSMM offers a range of support services to enhance the overall student experience:

- Student Counselling and Career Guidance Centre
- Wi-Fi-enabled campus and IT helpdesk support
- Cafeteria and recreational facilities

File Description	Documents
Upload any additional information	View File
Paste link for additional information	NA

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**2265**

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****3**

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

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

A. All of the above

File Description	Documents
Link to Institutional website	NA
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

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	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

35

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

0

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

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	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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	NA
Upload any additional information	View File

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

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

20

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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	NA
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

Vision

In the name of holy mother a campus was established in the year of 1973, titled Bankura Zilla Saradamani Mahila Mahavidyapith started to improve women in education and skilled development. The main objective of this institution is to empower women particularly backward and underprivileged women.

Mission

The institution undertakes two major steps as follows:

1. To develop the women potentials to achieve different opportunities in future and provide the students with knowledge, skills, values and sensitivity to face the challenges in life both in academic field as well as in their personal life.

2. To create liberal atmosphere in campus for holistic development and enhance the new teaching learning process for students, faculties and staffs.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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

The Principal and the Teachers' Council of BZSMM propose different committees for planning and implementation of different policies related to the teaching learning activities and students' administration. Academic policies were adopted based on recommendations of different committees. Faculty members were given representation in various committees nominated by the Teacher's Council. At regular intervals the composition of different committees was changed to ensure that teachers are uniformly exposed to duties for academic and professional development of faculty members. Following committees had been nominated by Teacher's Council with the approval of Principal of the BZSMM in the year 2023- 2024:

- a) Admission committee
- b) Examination committee
- c) Routine committee
- d) Library committee
- e) Sports committee
- f) Cultural committee etc.

Participative Management

This institution for Women encourages participative management.

1. At the level of Planning : The Governing body, principal, IQAC, faculty members, non-teaching staff were involved in adopting policies, procedures and defining guidelines of

rules regulations concerning admission of the students, examination, finance etc.

2. At the level of Execution : The Faculty members share their knowledge and views for successful implementation of policies. Moreover the students and non-teaching staff help the college authority for the successful completion of various academic and extracurricular activities of the college. Principal and Bursar of the institution interacts with the government and external agencies for smooth functioning of college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

At the start of each year, perspective and strategic plans are established. The principle, in conjunction with all Departments, cells, and committees, evaluates the previous year's plans and develops a future plan of action at the end of the academic year. The plan acts as a road map for student success and the college's growth.

Perspective Plan

1. To expand the potential for student intake in present courses, as well as to boost student enrollment and generate rank holders.
2. To complete total automation of admission, administrative processes and student database.
3. To construct/extend building for classrooms and laboratories.
4. To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments.
5. Total automation of the library and library upgradation.
6. To introduce new skill-based courses.
7. To improve the teaching-learning methods based on feedback

collected from stakeholders.

8. To commence functional MoUs related to job-oriented training and placement.

9. To increase the Vermicomposting, and Rainwater harvesting unit.

10. To have a green and clean campus.

11. Strengthen outreach activities by involving local unprivileged rural children in various activities in the college.

12. To conduct Environmental Audits, Green audits, and Energy audits.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NA
Upload any additional information	View File

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	NA
Link to Organogram of the institution webpage	NA
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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	NA
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

0

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

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 countersigned 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	NA
Upload any additional information	View File

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

Internal Audit: Financial controls are implemented by the management committee which monitors the use of funds as well as the utilization of funds. The Finance Committee or Tender Committee under the guidance of the Principal and after consulting the Administrator / Governing Body takes initiative for tender procedure wherever required for the proper utilization of the fund. Economic policy is adopted for controlling expenditure and utilization of funds. No major irregularities were reported in the audit. Accounts relating to funds from various agencies are properly accounted, vouched and verified in the office and checked by the Principal.

External Audit: At the end of the year, the external accounts experts are consulted and prepared for a government audit. Our college conducts external audits regularly. The accounts are clean and transparent without any complexity. The coordinated efforts of

all the people concerned namely bursar office, college office and management pave the way for the best performance of accounts services.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a govt-sponsored institution, the governing body gives support for the preparation, allocation, distribution and effective utilization of funds. Fee received from the students is utilized for the monthly salary of teaching and Non-teaching staff members. By the satisfactory and balanced economic budgeting, planning and allocation, the essential physical and academic facilities are augmented every year for the needs. The Purchase Committee decides with the policy and procedure for purchasing. Each and every transaction is supported by the vouchers and documents. All the collections are deposited in the bank and all expenditures, recurring and non-recurring are incurred through Cheques/Electronic mode. Only ratified persons of the management handle the transaction through the Bank. College strictly follows the finance rules of Govt. of West Bengal as well as the finance rule of Govt. of India. The RUSA Committee, Finance Committee, and Planning Committee along with Library Committee have taken an

active role to institutionalize the developmental strategy till the utilization of the resource.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

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	NA
Upload any additional information	View File

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

The 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	NA
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://portal.bzsmcollege.org/index.php/iqac/aqar-report.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

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	NA
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://portal.bzsmcollege.org/images/7.1.1new.pdf

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

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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	View File
Geo tagged photographs of the facilities	View File

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	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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)	View File
Any other relevant information	View File

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

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	NA
Any other relevant information	https://portal.bzsmcollege.org/index.php/about-us/vision

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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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	https://portal.bzsmcollege.org/images/BEST_PRACTICES_bzsmm.pdf
Any other relevant information	https://portal.bzsmcollege.org/images/Best_practices.pdf

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	View File
Any other relevant information	View File

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