

AQAR REPORT (2014-2015) OF BAJKUL MILANI MAHAVIDYALAYA

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

BAJKUL MILANI MAHAVIDYALAYA

1.2 Address Line 1

P.O.-KISMAT BAJKUL

Address Line 2

DIST. - PURBA MEDINIPUR

City/Town

KOLKATA

State

WEST BENGAL

Pin Code

721655

Institution e-mail address

bajkul_college@rediffmail.com

Contact Nos.

03220-274291

Name of the Head of the Institution:

Dr. Satyanarayan Sau

Tel. No. with STD Code:

03220-274460

Mobile:

09775144026

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Name of the IQAC Co-ordinator:

DR. NIRMAL KANTI DE

Mobile:

09733697736

IQAC e-mail address:

iqac.bmm@rediffmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

WBC0GN13308

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/02/A&A/235 dated 31-03-2007

1.5 Website address:

www.bajkulcollege.org

Web-link of the AQAR:

http://www.bajkulcollege.org/aqar2007-08.doc/

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.50	2007	5 YEARS
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	--	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

18.04.2008

1.8 AQAR for the year (for example 2010-11)

2014-15

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1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR
etc

Autonomy by State/Central Govt. / University	<input type="text" value="UNIVERSITY"/>		
University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>	
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>	
2.3 No. of students	<input type="text" value="01"/>	
2.4 No. of Management representatives	<input type="text" value="01"/>	
2.5 No. of Alumni	<input type="text" value="01"/>	
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>	
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>	
2.8 No. of other External Experts	<input type="text" value="02"/>	
2.9 Total No. of members	<input type="text" value="15"/>	
2.10 No. of IQAC meetings held	<input type="text" value="02"/>	
2.11 No. of meetings with various stakeholder: No.	<input type="text" value="04"/>	Faculty <input type="text" value="01"/>

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Non-Teaching Staff & Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC:

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. After supervising the whole procedure for filling eleven non-teaching post, the Department of Higher Education approved that selected candidates with satisfaction. They joined this college.
2. NAAC received Self study report (SSR) and want to visit our college.
3. After requesting IQAC, Department of Geography & Zoology received ten & five computers respectively from MLA fund. Department of Physics & Automobile maintenance also get approx. two lac from that fund (BEUP fund).
4. Initiatives from IQAC, central library improve more services like Inflib net access and fully computerized.
5. The IQAC move for improvement the quality (Remedial classes, seminars, internal assessment, Minor research projects etc.) and beatification of the college (gardening, painting, cleaning, renovation of the building etc).
6. To inauguration of PG building.

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2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the session towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p>a) A few permanent lab-attendant & office peon posts will be filled in as soon as possible.</p> <p>b) The IQAC also proposes to arrange interview for appointing Guest teachers in various subjects.</p>	<p>a) After maintaining the whole procedure for filling eleven non-teaching posts, the Department of Higher Education approved that selected candidates with satisfaction. They joined this college.</p> <p>b) Guest teachers in the department of English & Nutrition were appointed during this session. The college authority decided to shoulder the financial burden for this purpose.</p>
<p>c) As per demand of the students & guardians more PG courses in the college should be introduced.</p>	<p>c) Applications for introducing PG (Post Graduate) courses in Geography & Chemistry were submitted to the Vidyasagar University & expected to be sanctioned PG course of Geography from the next session.</p>
<p>d) It is also decided by the IQAC to pay special attention to the first generation-learners of our college and we have also decided to offer tutorial and remedial classes for the slow learners.</p>	<p>d) Special attention was given to the weaker section of the students and arrangement was made for giving special coaching to them. The brilliant students were inspired by various awards and prizes and special words of advice by senior professors.</p>
<p>e) The IQAC suggested to the Librarian and TIC for up-gradation/automation of Central Library & also for Inlibnet for collecting worldwide library.</p>	<p>e) Up-gradation & Inlibnet of Central library with automation system has been installed up to the satisfaction.</p>
<p>f) Infrastructure of our college and the hostel viz. Departments, Class rooms, Instruments, accommodation of the hostel</p>	<p>f) i) Some new furniture were bought for the college office.</p>

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facilities etc. will be enriched.	<p>ii) To inauguration of PG building.</p> <p>iii) New books (both text books and reference books) were purchased for the college central library & departmental libraries.</p> <p>iv) New practical instruments were bought for various lab-based departments.</p> <p>v) Some renovation & repairing works were done in the dining hall and toilets of the college women's hostel, staff quarter & teachers' dormitory. Arrangements for various indoor and outdoor games for girls were made for the boarders of the hostel.</p>
g) Students will be given more encouragement for participating in extra-curricular activities.	g) Our students participated in various cultural and sports competitions organized by different clubs, various institutions, Government agencies etc. Some of them made the college proud by earning laurels in various fields like debate, recitation, elocution etc.
h) Applications to be submitted to the appropriate authority for introduction of honours course in Nutrition & Education and general course in computer application.	h) Applications are already submitted to the appropriate authority for introduction of honours course in Nutrition & Education and general course in computer application.
i) MOU with reputed institutions/agencies is to be made for introduction of more job oriented courses.	i) MOU with Orian Edutech Pvt Ltd. under UGC scheme has been already made.
j) Starting of ITI in our college is decided by the GB.	j) For starting of ITI in our college, infrastructure and workshop are ready.

* Attach the Academic Calendar of the year as Annexure (**Please see Annexure-II**).

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR reports were placed in the meetings of the Academic sub-committee & Teachers' Council. The members of these committees are very co-operative and were participated all the developing programmes which was organized by IQAC. The details of the action were written at achievement column (Point No. 2.14).

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Part – B Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	05	01	00	00
UG	21	00	01	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	00	00	00	00
Total	26	01	01	00

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	NA
Annual	25

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure (Please see Annexure-III)*

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1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO; The College follows the any revision/update of regulation or syllabi prescribed by Vidyasagar University from time to time.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	17	04	00	82

2.2 No. of permanent faculty with Ph.D.:

09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	18	0	0	0	0	0	0	1	18

2.4 No. of Guest and Visiting faculty and Temporary faculty

G-02	V-00	T-52
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	01	06	06

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Presented papers	01	05	03
Resource Persons	00	00	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The college authority tries its best to maintain the transparency in the admission process at the beginning the academic session. The IQAC and all heads of the departments and other staff whole heartedly assist to make the process a success. Reservation rules are maintained. The system of Internal Assessment (periodical class tests) has been adopted by the college during this session; continuous assessment of the students through class tests has been conducted by each & every department. Some department's holds also special classes after the test examination for the disadvantaged and interested students for better academic performances. The teachers get regular feedback from the students and make necessary changes in the time –table and method of instructions by the teachers. College has also provided white board, overhead projectors, charts, models, computers etc to encourage the faculty to adopt new and innovative approaches for class room teaching. Teachers also arrange special lectures for weaker students. The teachers of some departments helps the students to explain and demonstrate the lesion already taught.

2.7 Total No. of actual teaching days during this academic year

Continued--

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

NIL

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2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development
As member of Board of Study/Faculty/Curriculum Development workshop.

00	00	00
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2.10 Average percentage of attendance of students

Continued---

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division %				
		Distinction	I	II	III	Pass
1 st year B.A.	Session continued upto 30/6/2015					
2nd year B.A.						
3rd year B.A.						
1 st year B.Sc.						
2nd year B.Sc.						
3rd year B.Sc.						
1 st year Automobile Maintenance						
2nd year Automobile Maintenance						
3rd year Automobile Maintenance						

* & **: Distinction % & III% were not applicable for our affiliated University.

***: Pass %: means other than 1st & 2nd class

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Redesigned, thought-provoking questions are asked while introducing a new topic. This enables the students to enter into active interaction in the class room.

To make learning more students-centric and independent, the IQAC proposes to start a new internet cafe for the students. The college is trying to arrange sufficient computers with internet connection so that the students and teachers can avail themselves of this free service.

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Not only internet facilities, some departments of college have also taken initiative to arrange some student's lecture on the taught areas to make the learning more students-centric.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the University	00
Staff training conducted by other institutions	00
Winter camp	03
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18	15	11	11
Technical Staff	01	00	00	01

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Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Pollution in the environment is increasing day by day causing heavy damage to the society. The IQAC inspired all departmental teachers of the college to create awareness about environmental pollution, global warming with relative data of research among students and community of the local area. Field study and survey reports prepared in the department of Geography, Zoology, Botany, Physiology, Chemistry and Bengali and also by NSS units have created awareness about the relative findings of research among both the students and local community. The college has also organized various seminars, workshops and exhibitions to create the research interest and a congenial research atmosphere. Extension activities like cleanliness campaign, adult literacy drive, relief in times of natural climates, AIDS awareness, and Pulse-Polio immunization programmes are organized regularly by the NSS units of the college following the previous year.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00*	000	03
Outlay in Rs. Lakh	00	00	00	00

*One major Research Project was recommended by UGC.

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	08	00	13
Outlay in Rs. Lakh	00	12 lakh	8 lakh	00

*

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	00	00
Non-Peer Review Journals	03	00	00
e-Journals	05	00	00
Conference proceedings	00	00	00

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3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	08	UGC	12 lakh	10 lakh
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects (other than compulsory by the University)	00	00	00	00
Any other(Specify)	00	00	00	00
Total	00	00	12 lakh (Approx)	10 lakh (Approx)

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

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3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	01	04	00	05
Sponsoring agencies	00	UGC	UGC & Higher Education	00	00

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakh : 12 lakh

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialized	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

	<input type="text" value="0"/>
	<input type="text" value="0"/>

3.19 No. of Ph.D. awarded by faculty from the Institution

<input type="text" value="0"/>

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	<input type="text" value="0"/>	SRF	<input type="text" value="0"/>	Project Fellows	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="10"/>	State level	<input type="text" value="0"/>	National level	<input type="text" value="00"/>	International level	<input type="text" value="0"/>
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3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
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3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
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3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
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3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="06"/>	Any other	<input type="text" value="0"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility :

a) Realizing the Institutional Social Responsibility right from the inception of the institution it has established close linkage with neighborhood villages. Almost all the extension activities are linked with the community that sends their children to the college. The NSS units of the college organize winter camp and render various types of social service in the neighboring villages. These include repair of rural roads, sanitation arrangements, creation of the pollution free environment, awakening of health –consciousness among the illiterate & half literate rural mass, giving advice regarding child rearing, looking after pregnant mothers, the necessity of sending children to schools and promoting mass literacy campaign.

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b) Apart from these, extension activities are carried out in the field of family planning, health and hygiene, blood donation, tree plantation, voter awareness, AIDS awareness and consumer awareness campaigns.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	Session continued-----			
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	<i>Audit not prepared, procedure continued....</i>			
Value of the equipment purchased during the year (Rs. in Lakh)				
Others				

4.2 Computerization of administration and library

Computerization of administration and library was made.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14789		1468	363612	16257	
Reference Books	9757		389	250742	10146	
e-Books						
Journals	13		15	27280	15	27280
e-Journals	INFLIB	NET-	N-	LIST	JOURNAL	5000
Digital Database	SOUL 2.0 USED					
CD & Video	229		26		255	
Others (specify)						

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4.4 Technology up gradation (overall)

	Total Computer	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	40	5	12	-	-	3	16	4
Added	15	0	-				2	
Total	55	5	12	-	-	3	18	4

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

NIL

4.6 Amount spent on maintenance in lakhs : (*Audit has not done yet)

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total:

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As per the advice of the IQAC, tutorial classes are held for special support provided to students who are at risk of failure and drop out. Normally one class per week is held as tutorial class for a subject. The said students are advised informally by the teachers.

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5.2 Efforts made by the institution for tracking the progression

The Governing Body and the Principal look after the entire process and give appropriate suggestions for the betterment of academic atmosphere.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4279	150	-	-

(b) No. of students outside the state

0

(c) No. of international students

00

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Departmental teachers help students in their preparation for School Service Commission by giving coaching, notes, suggestions and tips. They also offer precious advice to the examinees for faring well in the Interview.

No. of students beneficiaries

150

5.5 No. of students qualified in these examinations

NET

0

SET/SLET

0

GATE

0

CAT

0

IAS/IPS etc

0

State PSC

0

UPSC

0

Others

12

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5.6 Details of student counseling and career guidance:

UGC sanctioned more than Rs.2.5 lakh for carrier guidance of the students. Our senior teachers and expert from outside came here & delivered lectures on the several topics. IQAC proposes that apart from classroom teaching the commitment of a teacher towards his/her students also includes imparting proper guidance on the scope of job-oriented higher course in different fields and making available to them various job opportunities as

No. of students benefitted

100

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	55	55	00

5.8 Details of gender sensitization programmes

No such programme was undertaken during this session.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

12

National level

00

International level

00

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No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Session continued---	
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: nil

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Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

- Our vision is to impart qualitative higher education to the students hailing mostly from disadvantaged families of rural Bengal.
- Our innate desire is to help the students of the locality as they may grow up as responsible good citizens of future India and to motivate and make them upgraded for the challenging modern trends of academics.
- To open job-oriented courses and introduce need-based subjects for the advancement and upward mobility of the students towards globalization.
- To uphold the ambience of discipline, learning and culture with deep regard for human values for becoming good human beings.
- To inculcate the qualities of morality, nobility and magnanimity among students removing of soul reaming all barriers to comprehensive education of good quality in order to serve society better.

MISSION

- Our mission is to encourage the students in general to develop their latent talents and innate ideas through value based education under the ideology of great men and women of India and other counting in the world.
- We humble try to infuse the spirit of Vivekananda's ideal of man-making and character building education into the hearts of young students and inspire them to mould their lives accordingly.
- Shifting from conventional curriculum to a more dynamic and learner friendly system of curricular choices in response to social needs.
- Evolving suitable strategies for sustaining quality in teaching learning, research and extension activities, student support and progression and infrastructure and learning resources.
- Seeking collaboration with institution of higher learning of repute to enhance and upgrade the quality of the institution.

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- Integrating teachers' research-works with teaching for the benefit of students and also enhancing teachers' quality with reference to the interest of beneficiaries.
- Organizing seminars in various departments every year for the teaching, non-teaching staff and also students which focuses on various aspects.
- The hostel life is so designed that the students are made to practice the fundamental values like regular prayer, yoga practice, self supported life style, good hygiene, clean environment, discipline and punctuality and fellow-feelings.

6.2 Does the Institution has a management Information System:

Yes,

- a) The college Students' Union play a vital role in the management information system of the college.
- b) A complaint box has been placed in front of the college for collecting information about ragging or any other untoward incident.
- c) Students Grievance Redressal Cell, Library Committee, Cultural Committee, Magazine Committee, Admission Committee, NSS Committee, Canteen Committee, Anti-ragging Committee, UGC Committee, Gender Sensitization Committee, Committee against Sexual Harassment etc work together for management information system.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The staff members are allowed to undergo orientation and refresher courses organized by the staff academic colleges of various universities. For the non-teaching staff the training is given in office automation by experts.

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6.3.2 Teaching and Learning:

The college brings out an academic calendar at the beginning of every academic year. For each year the teaching plans are prepared by the teachers based on the subject allotment. Before the students appear at Part-I, Part-II & Part-III University Final Examination, they have to sit for preparatory examination held by the college. Internal tests are conducted to evaluate the students and the schedule of tests is incorporated in the academic calendar itself.

The teachers of most departments make use of chart, model, graphs, diagrams, notes, model questions, projector, overhead projector, black board, white board, computer, power point, modules, reference books etc.

6.3.3 Examination and Evaluation:

The Examination Committee as per the academic calendar prepares the schedule for Internal Assessment Test (IAT). Question paper setting is done according to the norms of university.

Besides this, the Annual Examination system (Part-I, II, & III) is followed as per arrangement made by the University.

6.3.4 Research and Development:

The steps taken by the college to meet the needs of researchers especially in the new and emerging areas of research are mentioned below-

- i) The college has a planning sub-committee a development sub-committee and library sub-committee.
- ii) As per decision of the development committee, the college has constructed the new infrastructure for science laboratory so that the researchers/ faculty members can avail themselves of the facilities for their research.
- iii) Increasing the number of computers with internet connections.
- iv) As per decision of the financial sub-committee, the college has increased the amount of fund to the allotted for the central library for purchasing more books & subscribing to more journals.

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6.3.5 Library, ICT and physical infrastructure / instrumentation

Central library was automated and computerized.

6.3.6 Human Resource Management:

The NSS unit of the college arranged talks on issues concerning public health and especially on Thalassemia, HIV, epidemic diseases etc and arranged seminar talk on Human Rights. The students participated in door – to -door campaign programme regarding health issues.

6.3.7 Faculty and Staff recruitment:

A number of posts are lying vacant in our college viz. Non-teaching staff (11 posts), Lecturer in Geography (2 posts) Physiology (1 post), History (1 post), Physics (2 posts), Sociology (1post), Philosophy (4 posts), Political Science (2 posts), Physical Education (1 post). These need to be filled up by suitable candidates from the West Bengal College Service Commission, West Bengal.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students:

The college ensures publicity and transparency in the admission process through some local cable networks and website Selection list of students is prominently displayed on the notice board and on the website. The students are selected for admission strictly on the basis of merit.

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6.4 Welfare schemes for

Teaching	College Employees Co-operative Society
Non teaching	College Employees Co-operative Society
Students	Student aid fund, Health Home Scheme and various memorial funds donated by generous persons like Sushila Memorial Fund, Harekrishna Jana Memorial Fund, Bhagbat Chandra Memorial Fund etc.

6.5 Total campus fund generated: *Rs. Not calculated----*

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

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

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

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6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

The college has an Alumni association which takes initiative in different kind of academic and social activities for all-round development of the college especially for the students. The renowned members of the Alumni association come to the college to share their experience in respective fields as and when requested by the authority.

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

NIL

6.14 Initiatives taken by the institution to make the campus eco-friendly

The Institution always emphasizes on the necessity of keeping the campus totally pollution- free and making the surroundings completely clean. For this purpose trees are planted every year & students are inspired to take part in programmes of aforestation.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Nil

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7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year:

- a) A special room was allotted to the accounts section of the college office.
- b) Some new furniture like Almirahs, Chairs and Desk tables, Computer tables etc. were bought for the college office.
- c) New books (both text books and reference books) were purchased for the college central library. Separate reading rooms were arranged for the teachers and the taught.
- d) New practical tables, chairs, benches, new instruments, models, charts (in accordance with the Vidyasagar University syllabus) were bought for various lab-based departments.
- e) Some renovation works were done in the dining hall and toilets of the college hostel for ladies. Arrangements for various indoor and outdoor games for girls were made for the boarders of the hostel.
- f) Extension work was done in the ladies common room of the college. Arrangement of innocent recreations like watching T.V, playing carom & chess etc. were also made.
- g) The students' Union room was also renovated and well furnished with chairs, tables, TV etc.
- h) A new tin-shed was erected for the cycle stand in the college campus. A guard was deployed to look after the college cycle stand.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Best Practice No. 1: No Capitation, No Donation

Best Practice No 2: Regular Internal Assessment of Students

Title of the Practice : Regular Internal Assessment of Students.

**Provide the details in annexure (Please annexure -IV)*

7.4 Contribution to environmental awareness / protection

- (1) The Institution always emphasizes on the necessity of keeping the campus totally pollution- free and making the surroundings completely clean. For this purpose trees are planted every year & students are inspired to take part in programmes of afforestation.
- (2) Particular attention is given to keep the college campus plastic- free.

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7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

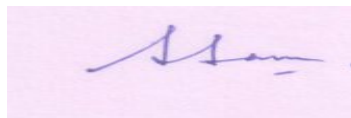
Nil

8. Plans of institution for next year

1. We shall approach the appropriate authority for sanctioning the new courses in UG & PG section.
2. We plan to construct a boys' hostel in the college premises.
3. Bio-metric attendance system will be installed.
4. Separate rooms will be allotted for some departments.
5. ITI course will be introduced.

Name: Dr. N. K. De

Name: Dr. S.N. Sau



Signature of the Coordinator, IQAC

Co-ordinator
IQAC
Bajkul Milani Mahavidyalaya
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Signature of the Chairperson, IQAC

Teacher-in-charge
Bajkul Milani Mahavidyalaya
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Dist - Purba Medinipur

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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Annexure-II

* Academic Calendar: (Date of Establish of the IQAC: (Session: 01.07.2014 to 30.06.2015)

Sl. No	Subjects	Date	Agenda & Purpose
1.	Meeting with teachers,	Date:10/07/2014 Time: 2:30 PM	a) To motivate all for working together for the all-round development of the Institution. b) Attention for poor students. d) Arrangement some special classes for weaker students. e) Preparation for processing of NAAC visit f) Miscellaneous
2	Meeting with Students' Union	10.07.2014 Time: 3:30 PM	a) Fresher's welcome b) Submission of list for buying sports materials. c) Redresses of grievance of students'. d) Attention for regular and special classes, seminars, rules & regulation of the colleges. e) Attention for facing Interview of students. f) Arrangement of carrier guidance for the students seeking jobs. g) Role of students during NAAC visit. h) Miscellaneous.
3	Meeting with Non-teaching staff	20.11.2014 Time: 3:00 PM	a) Work load distribution. b) Computer training for their improvement. c) Proper maintenance of files/

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			<p>registers viz: stock reg. , daily fees collection etc.</p> <p>d) Role of Non-teaching staff during NAAC visit.</p> <p>e) Miscellaneous</p>
4	Meeting with Teachers	<p>Date:20.03.2015</p> <p>Time: 2:30 PM</p>	<p>a) For maintaining healthy academic atmosphere in the college premises during NAAC visit.</p> <p>b) Final preparation of Dept- Profiles</p> <p>c) Arrangement of students' feedback.</p> <p>d) Maintenance of Dept- stock reg.</p> <p>g) Miscellaneous.</p>
5.	Meeting with Non-teaching staff.	<p>Date:20.03.2015</p> <p>Time: 3:30 PM</p>	<p>a) For maintaining healthy academic atmosphere in the college premises during NAAC visit.</p> <p>b) Necessary preparation for facing the NAAC Peer Team.</p> <p>c) Proper maintenance of books of accounts.</p> <p>d) Miscellaneous.</p>
6.	Meeting with Alumni members & students' union.	<p>Date:20.03.2015</p> <p>Time: 4:30 PM</p>	<p>a) For maintaining healthy academic atmosphere in the college premises during NAAC visit.</p> <p>b) Role of alumni for all-round</p>

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			development of the college. c) Role of students & alumni during visit of NAAC Peer Team. d) Miscellaneous.
--	--	--	------------------------------------------------------------------------------------------------------------------

**Annexure-III FEEDBACK FORM FOR TEACHERS BY STUDENTS Model
SESSION-2013-2014**

1	NAME OF THE STUDENT	
2	DEPARTMENT	
3	YEAR	
4	POSTAL ADDRESS PIN CODE:
	PHONE NO.	
	E-MAIL NO.	
	5	FOR THE TEACHER (NAME)

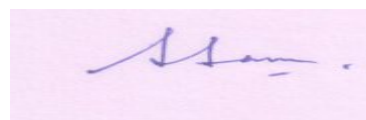
• PLEASE THE FOLLOWING:

NO.	PARAMETER	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR
5	Punctuality in the Class					
6	Regularity in taking Classes					
7	Completes syllabus of the course in time					

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MAHAVIDYALAYA**

8	Scheduled organization of assignments, class test, quizzes and seminars					
9	Self-confidence					
10	Communication skills					
11	Conducting the classroom discussions					
12	Refers to latest developments in the field					
13	Uses of teaching aids (OHP/Blackboard /PPT's)					
14	Uses of innovative teaching methods					
15	Shows the evaluated answer books of class tests to the students					
16	Helping approach towards varied academic interests of students					
17	Regular checking of laboratory log books/ note books					
18	Motivate for social activity					
19	Overall behavior with students					
20	Suggestions (if any)					

Date:- 28.03.2015



(Full Signature)

Teacher-in-charge
Bajkul Milani Mahavidyalaya
P.O.- Kismat Bajkul
Dist - Purba Medinipur

**AQAR REPORT (2014-2015) OF BAJKUL MILANI
MAHAVIDYALAYA**

**Annexure-III FEEDBACK FORM FOR EMPLOYER'S (CONFIDENTIAL)
Model**

SESSION-2013-2014

1	NAME OF THE EMPLOYEE	
2	DESIGNATION	
3	DATE OF JOINING	
4	POSTAL ADDRESS	<p>.....</p> <p>.....</p> <p style="text-align: right;">..... PIN CODE:</p> <p>.....</p>
	PHONE NO.	
	E-MAIL NO.	

• **PLEASE THE FOLLOWING:**

v

NO.	PARAMETER	EXCELLENT	VERY GOOD	GOOD	AVERAGE	POOR
5	Curriculum (based on knowledge of the employee)					
6	Communication Skills					
7	Contribution in development of Organization					
8	Instructing / Teaching capabilities					
9	Overall behavior with colleagues					
10	Overall behavior with students					
11	Leadership qualities					
12	Dependability					
13	Ability and motivation for social activity					
14	Independent thinking					
15	Ability to take up extra responsibility					

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16	Overall impression about the college	
17	Suggestions (if any)	

28.03.2015

(Full Signature)

Teacher-in-charge
Bajkul Milani Mahavidyalaya
P.O.- Kismat Bajkul
Dist - Purba Medinipur

Annexure-III

**ALUMNI FEEDBACK FORM
BAJKUL MILANI MAHAVIDYALAYA
SESSION-2013-2014**

Model

Name			
Permanent Address			Pin-
Contact No.		Mobile No.	
E-Mail ID			
Present Organization		Designation	
Year of Passing out		Department	

➤ Please

√

the following:

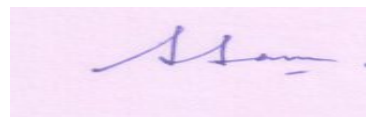
Sl. No	Parameters	Yes	No
1	Do you feel proud to be associated with Bajkul Milani Mahavidyalaya as an Alumni?		
2	Are you willing to contribute to the development of the college?		
3	Were /Are your grievances properly handled at the college?		
4	Have you obtained sufficient technical know-how (both in theory and practice) at Bajkul Milani Mahavidyalaya?		
5	Were the Head of the Institution & Faculties cooperative?		

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6	Have you availed Career counselling and guidance for higher studies?		
7	Have you participated in any Alumni meet as of now?		
8	Do you receive regular updates from the college through Mails/ Calls/ SMS etc?		
9	If you are invited to deliver a Guest Lecture/ a Special Talk / a Motivational Session for your juniors, will you be interested?		

Sl. No.	Parameters	Excellent	Very Good	Good	Average	Poor
10	Curriculum					
11	Communication Skills					
12	Overall behavior of staff					
13	Instructing / Teaching capabilities					
14	How do you rate development activities organized by the college for your overall development?					
15	Rate the adequacy of Laboratories & Equipments, Library, Computer Facilities and Internet (During your tenure as a student).					
16	Suggestions (if any)					

28.03.2015



(Full Signature)

Teacher-in-charge
Bajkul Milani Mahavidyalaya
P.O.- Kismat Bajkul
Dist - Purba Medinipur

AQAR REPORT (2014-2015) OF BAJKUL MILANI MAHAVIDYALAYA

Annexure-IV

BEST PRACTICES

(A) No Capitation, No Donation

Goal: “No Capitation, No Donation” is one of the prime healthy practices followed by our college right from its inception. The college was established way back in 1964 with the noble cause of providing collegiate education to the students especially hailing from the rural background & the economically weaker section of the society. This is the Vision and Mission of the founders of our college. Though we have crossed fifty years of serving the community still we uphold the same practice and continue to do the same in the years to come.

The context: In the past only a few rich students were able to get collegiate education, that too in distant cities or the state capital. So in the year 1964 this institution was established with the aim of providing collegiate education in the rural belt of south Bengal. Moreover the founders considered education a charitable endeavor and followed the principle not to commercialize education. In this context the principle followed by the institution “No Capitation, No Donation” gains importance. This unique practice though appreciated by the society and well received by the beneficiaries, has caused a number of constraints. The first among them is the financial.

The practice: The fees structure is carefully designed by the management taking into account the financial constraints of the local society. When compared to other colleges, the fees structure of our college is fixed very low. The students are allowed to pay their fees in installments. In some select cases, fee is exempted. The college hostel is also not very expensive. Many scholarships & Prizes have been created to encourage the meritorious students. At no point of time the college is ready to compromise its basic principles. The college never collects donation at the time of admission to the students or at the time of appointment of staff members.

Evidence of Success: Closely following this practice, the college has attracted many a student hailing from rural backward areas and economically weaker section of the society. Most of the beneficiaries are deprived and marginalized poor people. There is a steady growth rate of students from such categories in seeking admission to various programmes.

Problems Encountered and Resources Required: As the college does not collect either capitation or donation, it is not easy to develop extraordinary infrastructure facilities. If

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necessary resources are provided, the college in future can establish itself as a potential centre for learning to the rural students.

(A) Presentation of Best Practice- 2:

Title of the Practice: Regular Internal Assessment of Students.

Goal: Now a day's students often absent themselves from college classes and take refuge in so-called coaching enters to cross the river of examination. Our object is to make them interested in attending regular classes. The goal of introducing the practice is to attract the students to the classes so that they can regularly attend and follow the classes. It is also to assess the performance of the students regularly and suggest them to develop their performance. Ultimately the goal of the practice is to grow an interest of the students to follow the class teaching.

The Context: The internal assessment has been so designed at regular intervals of an academic session that the students find it mandatory. Though it is difficult to implement the practice according to its desired goal, the college is trying it best.

The Practice: A methodical internal assessment system has been introduced by the college for last six years. Each student of each year/ part has to sit for 5 internal assessments of 10 marks each for every honours paper and 2 internal assessments of 10 each for every general paper. The average marks of 5 papers/ 2 papers are taken into account for final University examination. University examinations are taken for 90 marks out of 100 marks on each theoretical paper of honours/ general. Internal assessment marks out of 10 marks are sent by college to the University for making the final result of each paper.

Our college has been maintaining its internal examination system methodically. Short term notices are given to the students for taking their examination. Answers scripts are carefully examined and suggestions for developing their performance are also being provided to the students by the departmental teachers.

Evidence of Success: The system of internal assessment is bringing the students back to close contact with preparing the answers of internal assessment throughout the year. Thus the burden of their preparation for the final exams is being slowly but surely lightened. The teachers have a constant watch over their performance. And it is evidenced that they have

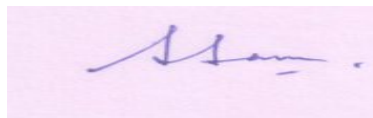
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been performing better day by day. Their progress is also being reflected in their results in university final examination.

Problems Encountered and Resources Required: Among the problems faced by the college in conducting the internal Assessment process, the dearth of sufficient number of faculty members is the Principal one. Some departments have no full-time teachers & in other departments also, there are many vacant posts. So we find difficulty in preparing the question paper, evaluation or assessment of answer scripts and recording and filling of marks in the Register. The college is at present suffering from lack of teachers in all the departments to achieve the desired goal.

Name: Dr. N.K. De

Name: Dr. S.N. Sau

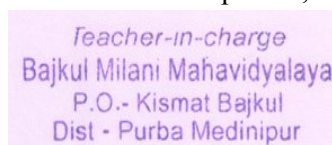


Signature of the Coordinator, IQAC



Co-ordinator
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Signature of the Chairperson, IQAC



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