SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

BALARAMPUR COLLEGE

P.O.RANGADIH,P.S-BALARAMPUR,DIST-PURULIA
723143
www.balarampurcollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Balarampur College, established in the year1985, is one of the premier colleges of the district of Purulia, West Bengal. The college is located in the tribal belt of Purulia beside NH32 and is approachable through State Highways as well as from Barabhum Railway Station. The college land about 6 acres donated by ancestors of present Majhi (Kumar) family of the locality, a great step to enhance education system in Balarampur region, with a clear vision and mission. The main objective of the college is to contribute to the transformation of prevailing social conditions in an area which is primarily infested with heterogeneous group of tribal people and other backward classes so that a first generation learners can be produced who can inculcate the values enshrined in the constitution of India : social justice, equality of opportunity, democratic freedom to all, tolerance and respect to all religions which may be brought closer to realization for greater possibilities of the existence of real human beings.

The NAAC has developed certain measures for continuous improvement of the quality of higher education. In the present report we tried our level best to meet the demands as laid down by NAAC. The college is committed to the core values of NAAC for the future of our students. The Self Study Report , has been prepared with utmost sincerity and honesty to the best of our knowledge and belief following the guidelines provided by NAAC. The report is a reflection of the academic and administrative functions and activities happening during the last five years in the College focusing on curricular aspects, teaching-learning and evaluation, infrastructure and learning resources, student support and progression, governance, leadership and management, innovations and best practices and departmental exercises of Balarampur College. It is an endeavour which encourages us to examine our strengths, assess our weaknesses, accumulate the opportunities offered in higher education and prepare the challenges that at the forefront. It would be a great delight to hear from you soon on Peer Team visit for inspection of our College.

Vision

Vision:

Core Vision - Enlightening the students with knowledge and wisdom.

Add-on-Vision - Empowering the students for workplaces.

Mission

Mission:

- Providing high education to increasing number of students.
- Diversifying the curriculum under affiliated system.
- Helping the students to obtain their graduation degrees.
- Introduction of add-on career oriented programmer of study.
- Supplement training with teaching to instil employability skill.

- To be accredited by NAAC.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

(i)A robust work culture. All lectures/tutorials/labs are held. Work begins and ends on time. Students are accorded personal attention, based on need and willingness to be helped.

(ii)Commitment to total transparency as is reflected in the case of online admissions and appointments of staff.

(iii)An inspired sense of discipline

(iv)A holistic idea of education that emphasizes the development of the total person in respect of every student. This is addressed through a large number of Committees like Games,Cultural ,NSS,Student Wellfare etc, led by teachers and student groups that complements classroom teaching.

(v)A Beautiful, plastic-free and eco-friendly campus.

(vi) A good library and lab facilities. The college offers to the students a good number of books both in the reading and reference section. The library is fully digitalised and maintained by Koha software. The laboratories are well maintained and equipped with sufficient equipments and computers.

(vii) The college receives financial help and support from Paschim Anchal Unnayan Parishad.

(viii) The college is also indebted to UGC, Eastern Regional Office for the financial help it has provided in purchasing equipments, books, conducting educational tours and organizing national seminars as well as providing money for Minor Research Work.

(ix) Commitment to Social Justice, with a preferential option for the poor.

Balarampur College believes in the dogma of Social Justice . A wide number of students get admission with average Class 12 results who belong to below poverty level of the surrounding society. These poor students get the chance of college education inspite of having average marks and after completing college education acquire the ability to contribute to work culture and the learning process of the surrounding poor downtrodden society.

(x) The college feels proud of having a Stadium where not only the college students but also sports organization from nearby locality get a chance to organize outdoor games and tournaments.

(xi) The college is well connected through roadways (NH32) and railways.

(xii) The male students belonging to ST,SC categories can seek accommodation to the nearby hostel.

Institutional Weakness

Any institution that is truly geared to the pursuit of excellence have to be conscious about its weakness.

(i) We are, financially, a weak institution. Any institution that opts to move along the straight and narrow path, has to be. We have insufficient fund to undertake continued growth and development of the College. At the same time, we are also proud of our austere and Spartan existence.

(ii) We suffer from water scarcity and this becomes unbearable in summer months. The water level beneath the ground cannot be reached with about 1000 ft deep boring and this creates acute scarcity of water.

(iii) While the facilities we have are moderate, we need additional facilities like well equipped laboratories, conference centers, classrooms and so on.

(iv) The college is suffering from dearth of full time non teaching staff and this is creating a problem for the overall development of the college.

(v) Lack of departmental space for the individual department is also a weakness of the college.

Institutional Opportunity

(i)The College has a large campus of almost 6 acres of land. We have used less than one third of the available land for the existing infrastructure. This means that we have land/space enough to add to the educational infrastructure. The scope for growth the College is considerable.

(ii) The college has a fairly large stadium, which offers not only the college students but also clubs and schools to organise sports , games and tournaments.

(iii) The College is well poised to take advantage of the various schemes on offer from the UGC for development and upgradation of facilities. It is at the present time doing all it can to open additional Honours and Pass courses at the undergraduate level.

(iv) There is immense scope for starting new courses.

(v) The core strengths of the College –as a liberal arts and sciences faculty and this can only become more and more relevant as years go by. It is for this reason that the most talented young men and women from all the district opt for higher education here.

(vi)The existing National Highway is on its way to further expansion and

we can only hope that the improved communication system can attract

a wide spectrum young men and women.

Institutional Challenge

(i) The challenge of multi-disciplinarity.

(ii)The challenge to add significantly to our infrastructure and to add to the basket of courses we offer.

(iii)To grow without outgrowing oneself; that is, to grow without compromising the character and culture of the College.

(iv)To maintain the balance between educational technology and human stature.

(v)To remain rooted in the proven, core traditions of the College, especially its spiritual foundation, in a secularizing and modern world.

(vi)To foster a deep sense of commitment in the fresh faculty appointees who hail from different parts of West Bengal.

(vii)Academic upgradation of the students for the betterment of their future.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college ensures effective curriculam delivery through a well planed process.In this respect the college follows rules and regulation and syllabus provided by SKBU.The master routine and the academic calander are drafted well in advance to procure it the beginning of the session. The Choice Based Credit System has been introduced in the curruculum of the college by the affiliating University in the academic session 2017-18. The students have been introduced to the computer knowhow by Webel,which being connected with the college has been delivering Certificate in Diploma Programme.The students also acquinted to the value added courses through core curriculum.

Teaching-learning and Evaluation

The intension behind the establishment of the College was to spread the goal of higher education in this poverty stricken and subaltern area which is inhabited mainly by the tribal. Since from the beginning, the College has been lightning the lamp of knowledge of higher education of this locality through its Teaching-Learning and Evaluation process. The Teachers of this institution interact with the students in the ideas as "friend, philosopher and guide".

The Choice Based Credit System of all courses has been introduced from the Academic Year 2017-18 guided by the affiliating Sidho-Kanho-Birsha University. The syllabus is framed by the University and the College implements it in a fruitful way.

To promote effective Teaching Learning and Evaluation Process the College has adequate no of ordinary classrooms, well prepared laboratory, classrooms equipped with modern teaching learning facilities, Seminar halls to arrange seminars, Central Computer Laboratory to ensure basic computer literacy for all. The College has a fully digitized central library having plenty no of text books, reference books, news paper, rare books, magazines, journals, e-journals, LMS that enriched the academic quality of the students and teachers.

The teachers of this institution are very much devoted for the upgradation of learning levels for both slow learners and advanced learners by arranging remedial classes, giving enriched notes and also by personal counseling apart from regular teaching learning process as and when needed. The college has a wifi zone having internet facility to all the stakeholders. Educational tours, Field Survey and excursions are arranged for such subjects as Geography, Botany, Zoology and Environmental Studies students.

IQAC plays an important role for academic upgradation of the college. Seminars, workshops are arranged frequently. As per CBCS guidelines the college conducts class test examination, Internal Assessment Examination and this process is monitored by Teachers council and Examination committee of this college. Before the start of Academic year the College published an academic calendar and the students become aware their academic activities throughout the year. The college offers almost all subjects of the affiliating university in UG courses. Feedback forms are collected and analyzed in a regular basis.

Research, Innovations and Extension

The college is situated in a rural area and most of the students come from poor family. In this college, focus is given mainly on teaching, learning and evaluation. Teachers of this college have come from different areas of West Bengal and Jharkhand. Most of the teachers are newly appointed. Very few of them are Ph.D. holders. Some of them are trying to do their Ph.D. works and some of them are yet to start their research work.

During the last five years no research project neither Govt. nor Non-Govt. was utilized in this college. Previously in 2010-11, one minor research project funded by UGC was utilized by a teacher of this college.

The college is thinking about opening of incubation centre.

The college has conducted some state level and national level seminars and some departmental seminars also being conducted. Some workshops were also being organized by the college during last five years.

The college has yet to start stated code of ethics to check malpractices and plagiarism in research.

Incentives to teachers by the college regarding their recognition/awards are yet to develop.

As teachers are engaged in research work, several papers have been published by different teachers in reputed journals. Books and chapters in edited volumes also being published by teachers of the college.

Several extension activities in the neighbourhood villages were organized by the college for sensitizing students to social issues and holistic development during the last five years.

The college has two NSS units. These units have organized various extension activities and outreach programmes in the locality. They also have organized Blood donation camp and Tree plantation program in the college.

The college also has organized few programs with Govt. and Non-Govt. organizations.

The college has a linkage for faculty exchange with a nearby college.

The college has established a Mou with a small industry.

Infrastructure and Learning Resources

The infrastructural policy of the college is driven by visualization of future requirements of teachers, administrative staffs and students. During the last five years, the college has been expanding the physical infrastructure as per the needs of its academic growth. Keeping in view the commitment towards the quality education and all round development of the students, the college has adequate facilities for teaching- learning process viz., classrooms, laboratories, computing equipment, etc.

The college believe that its primary stakeholders are the students therefore for making the conductive environment of the effective teaching- learning process, it has a central library with more than ten thousand books, some rare books, manuscripts, e-journals and the facility of Integrated Library Management System (ILMS) which enable students to acquire information and knowledge required for their study.

Apart from the teaching- learning process, the college provides multi cultural activities to enrich the student's personality beyond the academic aspects throughout the year like- celebration of Nabin Baran at the beginning of the academic year, Celebration of College foundation day, celebration of Rabindra Jayanti and Youth Parliament etc. The college has its own Stadium of 11 acres of land, where provides much upgraded facilities for the sports and games throughout the academic year.

In order to create technology enabled teaching and learning environment by deploying and upgrading IT infrastructure and associated facilities, the college has 4G JIO Wi-Fi internet services throughout the campus. In this connection, it has one smart class room with the facility of learning management system (LMS), internet connectivity and latest scientific equipments like smart boards, projector, and video conference are there to enhance the process of teaching learning, thereby connecting the college with outside world of learning.

For smooth functioning of the college, it has different sub-committees. Also yearly budget is prepared and it is implementation for both the academic as well as the infrastructure support as per the needs.

Student Support and Progression

Works of various scholarship programmes offered by the govt. from time to time have been followed earnestly in the institution. The students of the institution are benefited by scholarships like Kanyashree Prakalpa, Post-Matric Scholarship for SC/ST/OBC students, Minortity Scholarship, W.B.M.D.F.C., Swami Vivekananda Scholarship, etc. from the last many years. The institute also has been giving freeships to students from which financially below proverty level..

There are few capability enhancement and development schemes for the benefit of the students like Career Counseling, Remedial Coaching, Personal Counseling, etc. in the institution. Remedial coaching is conducted by the institution itself for the poor and average merited students. Personal counseling of the students is also conducted time to time.

The institution has a committee which supervises and redresses various grievances of the students including sexual harassment and ragging cases. Meetings are conducted time to time for the redressal of the students' grievances.

Every year a large number of pass out students get admission in the Masters in the home university i.e. Sidho Kanho Birsha University. Few students also do their Masters in th universities of the adjacent states like Jharkhand, etc. Many pass out students have qualified in State/National level examinations like NET, SET, WBSSC, etc.

The institute also organizes Sports and Cultural activities every year and the students take part in these activities with much interest. Some students are very good in sports and cultural activities and sometimes they are awarded at State and National level.

The overall performance of all the departments of the Student Council of the college was satisfactory. The members of the Student Council have left no stones unturned in doing everything possible within the limited means.

An Alumni Association is newly formed in the institution. Efforts have been introduced to contact the ex-students of the college through the social media like WhatsApp, Facebook, etc., asking them to register their names in the Alumni Association. In the college website ex-students can register their names. It is decided that the college will organize the union of the ex-students at a regular interval.

Governance, Leadership and Management

Governing Body (GB) of the college generally formulates the policy and plans by consulting with various committees. It has an effective leadership in tune with the vision and mission of the Institution .Generally the Principal of the college executes the decision taken by the GB relating to the academic and administrative matters.The institution practices decentralization and participative management by formation of various committees, bodies and cells.Any strategic plan taken up or executed by the college is done in accordance with college policies and all the deployment documents are available in the Institution. Implementation of e-Governance has been done in student admission, support (LMS, ILMS) and examination, finance and accounts. The institution has effective welfare measures for teaching and non teaching staff, i.e., drinking water, latrines and urinals and sitting facilities, first-aid and sick room facility etc. Swasthya Sathi scheme for non-teaching and Govt. approved PTTs, Child Care Leave, Maternity & Adoption Leave for female teachers, women cell etc are the non-statutory welfare schemes executed by the college.Last five years authority encourages the faculty members for the participation in various Orientation Programmes,Refresher Courses,seminor,workshop and they are provided with financial support when and where necessary. The Institution has started a performance appraisal system for teaching staffs through the maintenance of a daily diary. The teachers are requested to maintain the daily diary by providing their daily performance in academic and administrative works. After the completion of each month the diary should be duly signed by the principal. For internal audit regular checking of accounts and allied activities are done by Principal, Accountant and Finance committee to handle respective funds. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. Two examples of best practises institutionalised as a result of IQAC initiatives are installation of CCTV cameras and Biometric attendance. Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are ICT system and regular submission of student feedback. Various quality initiative programmes are arranged by IQAC throughout the year.

Institutional Values and Best Practices

The college endeavor to maintain green campus and hence provide plantation. Plantation programme it has successfully retained a patch of greenery surrounding and stony landscape. The garden has flowering and fruit bearing plants inter mixed with bushy flowering shrubs. The winter season is enjoyed with seasonal flowers all around. It also provide a separate corner for parsing bicycle, motor cycle and car with wide walking track college declare itself as plastic free campus and paperless office throw electronic communication.

Institution have the garden sensibility and ensure the equality for the girls students and female teachers through the facilitation of maternity and child care leave, Kanyashree, special relaxation of collage fees, separate toilet and games room, provide for the growth of games and sports and cultural excellence, emphasized to enhance mental ability power. Institution also provide to form female team for various games and sports like football volley ball and kabadi. Teaching and non-teaching staff of the college cooperate them towards their success.

Collage believes in the philosophy of waste management system and take social responsibility throw concrete steps in that disteatio solid waste generated and collected from debris, left over for dustbin, falling dried leaves are collected and spreading chemical and thus metamorphosed was thrown to soil to fertilize collage ground. The liquid waste generated in the chemistry lab and disposed through proper channel. The collage also used it store to act as e-waste corner, product and sold out for recycling.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BALARAMPUR COLLEGE
Address	P.O.RANGADIH,P.S-BALARAMPUR,DIST-PURULIA
City	PURULIA
State	West Bengal
Pin	723143
Website	www.balarampurcollege.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	ANANYA GHOSH	239-9609634127	9609634127	03252-203027	blpc1985@gmail.com
IQAC / CIQA coordinator	SUDIPTA GOSWAMI	-	7063391488	-	goswamisudipta79@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-1985

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
West Bengal	Sidho-Kanho-Birsha University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	17-03-2010	View Document
12B of UGC	17-03-2010	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	P.O.RANGADIH,P.S-BALA RAMPUR,DIST-PURULIA	Rural	5.38	1518.13

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	HS	English,Bengali	73	73
UG	BA,English	36	HS	English,Bengali	60	43
UG	BA,Hindi	36	HS	Hindi,Bengali	20	8
UG	BA,History	36	HS	Bengali	60	59
UG	BA,Philosophy	36	HS	Bengali	32	30
UG	BA,Political Science	36	HS	Bengali	45	45
UG	BA,Geography	36	HS	Bengali	27	20
UG	BA,Sanskrit	36	HS	Bengali,Sanskrit	10	1
UG	BSc,Physics	36	HS	English,Hindi,Bengali	10	8
UG	BSc,Mathematics	36	HS	English,Hindi,Bengali	40	28
UG	BSc,Botany	36	HS	English + Bengali	10	1
UG	BSc,Zoology	36	HS	English,Hindi,Bengali	10	1
UG	BSc,Chemistry	36	HS	English,Hindi,Bengali	20	7
UG	BCom,Accountancy	36	HS	English,Hindi,Bengali,English + Bengali	40	2

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1				1				20
Recruited	0	1	0	1	1	0	0	1	8	6	0	14
Yet to Recruit				0				0				6
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				11
Recruited	0	0	0	0	0	0	0	0	7	4	0	11
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				14
Recruited	6	0	0	6
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	7	2	0	9
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	1	0	0	2	1	0	5
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	0	0	0	4	3	0	7

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	4	0	9

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	14	3	0	17

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	7	4	0	11

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	1082	0	0	0	1082
	Female	996	0	0	0	996
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	81	75	77	74
	Female	27	25	19	34
	Others	0	0	0	0
ST	Male	133	108	74	77
	Female	82	76	68	78
	Others	0	0	0	0
OBC	Male	97	122	67	122
	Female	52	141	50	113
	Others	0	0	0	0
General	Male	228	247	313	207
	Female	207	151	180	212
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		907	945	848	917

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 24

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	6	6

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
917	848	945	907	909

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
503	504	504	503	489

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
728	450	471	565	470

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	16	16	9	9

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
22	22	22	22	22

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 22

 Number of computers

Response: 87

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
68.72	62.19	49.22	43.16	42.94

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The institution strictly follows the rules and regulations of the affiliating University, norms of the State Government as well as the guidelines of UGC. The curriculum is designed by the affiliating University and the college implements them in a well planned and documented process. Some of the teachers are members of the **Board of Studies** in the relevant subjects in designing the curricula/syllabus as applicable.

For implementation of the curriculum, the college distributes **Academic Calendar** through the teachers' diary and the students' diary which is strictly adhered by all the departments. Departmental Academic Register for the documentation of theory and practical classes, special lectures, remedial classes and leave statements are maintained.

Academic Affairs Committee, IQAC and Teachers' council jointly prepares the **Central Academic Routine** is prepared. In the routine along with the regular classes Tutorial Classes, Seminar Classes and Computer Classes are also allotted. Before beginning of classes to prepare departmental routine and to distribute syllabus among the faculty members, one Academic Meeting is held. The credit system of CBCS is maintained at the time of said distribution.

The subject matter in the syllabus is communicated to the students through the traditional lecture method by using black board, glass boards and also by using ICT, You Tube assisted learning, experimental learning, field based studies and project work.

To address the personal and academic needs of the Students College assigns **mentors** to them. Every year **Feedback** forms regarding curriculum implementation for the overall development of all the students are collected and **IQAC** monitors the whole process. Besides this Feedbacks are also collected from the Teaches, Employers, Aumnies and Parents so that the college can gather the valuable advice of them regarding curriculum and can implement them for the academic enrichment of the college.

For the evaluation of the students' academic progress class tests, annual test, internal assessments are taken by the college in every year/semester by itself apart from University Examinations. According to the Academic Calendar internal examinations are conducted. For the slow learners remedial classes are conducted.

In last three years college has started some new courses and also has taken the initiative to start some more courses. Along with this the college had introduced a **Computer Training Programme** in collaboration with WEBEL in the year of 2009 which is still going on.

In the session of 2017-18 the college implemented **CBCS** in all courses which provides flexibility in

choosing subjects and helps students to acquire knowledge from different disciplines. Along with this the CBCS helps students to have some **Skill Enhancement Courses** and **Value-Added Courses** as they are the part of the curriculum.

File Description	Document
Link for Additional Information	[View Document]

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 5

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document]
Details of the certificate/Diploma programs	[View Document]

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 60.61

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	0

File Description	Document
Details of participation of teachers in various bodies	[View Document]

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 12.5

1.2.1.1 How many new courses are introduced within the last five years

Response: 3

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	
Details of the new courses introduced	
Any additional information	

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 06

File Description	Document
Name of the programs in which CBCS is implemented	
Minutes of relevant Academic Council/BOS meetings.	
Any additional information	

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The college is very sensitive in different kind of social issues. To sensitize the students on area of concern like environmental issues, gender equity, human rights etc.the NSS units of the college, Women Cell and other related committees always stays active and organizes different types of programmes in which students sincerely take part. Different types of seminars and workshops are also organized by the college to integrate these issues.

Workshops on the basis of **gender equity** issues are organized by the college to spread the awareness regarding the issue. The women Cell of the college also promotes gender equity through various programmes.

 The college offers one compulsory course for **Environment and Sustainability** of 100 Marks for the students of third year as per the Curriculum of the affiliating University. In the newly introduced CBCS curriculum (from the Academic Session 2017-18) as adopted the affiliating University the College offers one compulsory (Credit-4) course for Environment and Sustainability for the students. It is a compulsory course offered to the students of 1st Semester and 2nd Semester of Honours and Program Courses respectively. The college promotes green practice through tree plantation programmes.The NSS units of the also promotes tree plantation programmes separetly.The NSS units of the college organizes different types of environment awareness programmes and activities in the adopted villages in which the students of the college take part and thus become sensitized. Along with these efforts, the college has LED bulbs and solar lights throughout the campus which is a environment-friendly initiative. The college also has the certification of **GREEN AUDIT.**

There are no such specific value-added courses like **Human values and Professional Ethics** into the curriculum but the teachers are very much dedicated to impart the value education and ethics as a part of teaching learning process. The college offers some undergraduate subjects like Philosophy, Political Science which help to develop a well awareness among the students relating to Human values and professional ethics.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five

years

File Description	Document
Details of the value-added courses imparting transferable and life skills	<u>View Document</u>

1.3.3 Percentage of students undertaking field projects / internships

Response: 100

1.3.3.1 Number of students undertaking field projects or internships

Response: 917

File Description	Document
List of students enrolled	<u>View Document</u>
Institutional data in prescribed format	<u>View Document</u>
Any additional information	<u>View Document</u>

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	<u>View Document</u>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<u>View Document</u>

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of students (other states and countries)	[View Document]
Institutional data in prescribed format	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 74.91

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
917	848	945	907	909

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1245	1078	1278	1340	1128

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 48.9

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
256	231	265	268	205

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The teachers of this college always encourage the students to learn the subject in an interactive basis. The students are encouraged to ask question and clear their confusions if any immediately after teaching process comes to an end. This helps the teachers to identify the quality of learning. Class test is organized by the departments regularly and through this process the departmental teachers identified the students' learning abilities.

Advanced learners are helped by the special care taken by the teachers of the college. All the teachers personally take care of them by clearing their confusion if any and by giving enriched notes and lectures. They are also encouraged to write articles by themselves. Group discussions are also made for their enrichment. Departmental seminars are also arranged time to time by the concern department for the academic growth of the students.

To improve the learning abilities of slow learners remedial classes are taken for the improvement of students. For instance in the years 2011-12 & 2014-15 financial assistance has been provided by the UGC Grant for organizing remedial class of slow learners. Beside this all of our teachers always take extra classes to bridge the knowledge gap of the enrolled students. Moreover the teachers provide counseling to the students related to their studies even in their library hours.

Since the college is located in tribal belt of West Bengal and most of the students come from reserved categories, , economically weaker sections of the society and are first learners from their families, all the teachers of our college individually take care of these students through counseling, interactive classes, checking their answers to possible questions, and by giving more time from their allotted schedules. In addition to all these physically challenged and differently abled students are given special care and are allotted seats in first benches. During the time of college internal and as well as University

examinations they are given extra time to complete their scripts as per norms. Feedbacks are taken from the students regularly and are analyzed in the Departmental meetings for further developments.

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 57.31

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.22

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response:

To involve the students directly in all academic activities and to make learning student-centric as far as practicable the institution always stays active.

The College has 05 well-equipped laboratories for students to perform **experiments &** to be acquainted with **problem solving methodologies** as a part of their syllabus. Geography, Botany and Zoology are also regularly arranged outdoor experiments and observations for the students.

Educational/field tours are arranged by the different departments like Botany, Zoology, Geography and History for acquiring knowledge about bio-diversity, landscape studies etc. Students of Philosophy,

History and Political Science visit historical places.

The students undertake **seminar papers/term papers** as a part of their curricula in topics of their own choice under the guidance of departmental teachers.

The faculty members of the Geography Department provide information about spatial analysis of both physical and social features of the earth in micro, meso and macro scales. It helps the students become more efficient in the field of **Geospatial Mapping** and analysis the **Geographical Facts.**

To develop IT-based skills, training programme on Computer in collaboration with **WEBEL** is arranged.

 To make the students more **participative in learning** the college encourages the students to deliver lectures in the departmental seminars and insist them to take part in seminars, workshops etc. organized by other colleges and universities. Participation in debates, extempore, power-point presentation, speeches, enables the students to learn new things.

  Every year some energetic students of different departments participate in the **Youth Parliament Programme** and also are awarded. Group-discussions are also made by our teachers very often for making learning interesting to the students.

The college also organizes various **cultural programmes** in which the students get the scope of participative learning.

 The two units of **NSS** help students to learn how to serve the nation and how to improve leadership quality.

The students regularly participate in different **inter-college sports competitions** (arranged by the University) and become successful every year. Participation in such programmes gives the scope to the students to interact in wider academic as well as cultural circles.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 16

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 65.5

2.3.3.1 Number of mentors

Response: 14

File Description	Document
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

The traditional method of classroom lectures (chalk and talk) has become changed to a much smarter technology. The lecture method is presently supplemented by audio-visual aids. For this present condition the college has made some of the classrooms equipped with **projectors**, and many of the teachers present their topics of discussion in the classroom through power-point presentations and slide shows.

For the large class rooms, particularly for the social science and language classes, sound-systems and **microphones** have been provided so that the teacher becomes perfectly audible to even the students sitting in the rear part of the room away from the lecture dais.

The college has one large room into **e-classroom (Virtual classroom)** with different types of modern teaching aids such as smart-board, audio-visual system etc. to provide the students of the college with better teaching-learning atmosphere.

 The college always provides latest books to the students continuously and advises the students to read the books rationally and logically, so that their critical thinking and creativity could be enhanced. Necessary articles, books, teaching materials etc. are uploaded and downloaded by the teachers concerned as well as students. The college has a centralized library digitally controlled by **ILMS (Integrated Library Management System) and OJS (Open Journal System)** .Students are encouraged to use e-resources such as e-books, e-journals and other related e-materials.

 Apart from that our teachers of all the departments of our college always tries a lot to make the students

thinking process more logical, innovative and creative through **group-discussions** about academic texts/topics. The slow-learners are immensely benefitted from such discussions.

Besides this the students of the **practical** based subjects can also use the instruments spontaneously, which also helps the students to become innovative.

Workshops and seminars are arranged by the college and the affiliating University for the advancement of knowledge and skills of all the students and teachers.

The college faculties are provided training though government agencies for use of **computers,** latest software, so that they themselves can create scientific teaching as well as administrative system. . This changed perspective has made the teaching-learning scenario more innovative. The teacher-student interaction at present is not time -bound or space-bound. A student comes in touch with the teacher anytime and from anywhere through Whatsapp, Facebook, email etc. The students enjoy the help of the teacher as and when required. The faculty members are encouraged to participate in National/International level of seminars, workshops and research works. They are also encouraged to use internet and library resources to enrich their teaching. The teachers participate in Orientation and Refresher courses for the enhancement of their creativity..

The college has a **Wi-Fi** connection in all over the campus by which teachers and students both can freely access internet.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 60

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 30.83

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	4	3	3

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 6.25

2.4.3.1 Total experience of full-time teachers

Response: 100

File Description	Document
Any additional information	[View Document](#)

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)
Any additional information	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 6.36

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college follows the rules and regulations as prescribed from the office of the Controller of Examinations section of the affiliating University. From the year 2017 the University has adopted CBCS system of all Undergraduate Courses. Presently in the U.G. level two types of systems (**CBCS and non-CBCS**) are running in the college.

In the old system (non-CBCS) the students have to appear in the **University Examination** part-I at the end of 1st year, Part-II Examination at the end of 2nd year, and Part-III Examination at the end of 3rd or final year. In the CBCS University Examinations are now held at the end of each semester and students are allowed to appear in the examination provided they have attended at least 75% classes.

Regular class tests are taken departmentally for the students of both the old and the new systems for continuous internal evaluation. The teachers evaluate the scripts of the class tests and show the students their scripts for rectifying their mistakes. The advanced students as well as the slow learners are thus separately taken care of by their teachers. In each semester, **internal assessments** of UG student have been introduced under CBCS framework.

The marks for internal assessment for each paper is allotted to 10 i.e., 20% of total marks in a 50 – marks paper. In each non-practical paper 20% marks is allotted as internal assessment. For Practical Based papers 40% marks are allotted as internal assessment. The departments organized internal examinations for internal evaluation of the students in a regular basis. In each Semester the College Centrally organizes internal assessment examination prior to their University Examinations. The marks of this internal assessment are uploaded in concern webpage as when directed by the University. The total process is looked after by **Examination Committee and Teachers' Council** of the College. No student is allowed to appear in the final examinations without appearing in the internal assessments.

Besides regular class tests, **Mid Term Test and Final Test** are conducted centrally by the college in the middle and at the end of an academic session for the students of the old system. Continuous evaluations help the students to improve.

The result of the Mid Term Tests is centrally considered. The individual students whose performance is not satisfactory are counseled in the presence of their guardians by the Principal and the departmental teachers. The Departments take reformative measures for such students in the form of **special classes**.

All the students of the first semester under CBCS framework and final year students of the old system submit a **project paper on Environmental science**. The projects have to be carried out under the supervision of the concerned teacher.

In order to give special emphasis to the process of continuous evaluation internal examination both verbal and written are conducted throughout the year. Evaluation is also done for **regular attendance in classes.**

File Description	Document
Link for Additional Information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The college organizes internal written assessment for students under CBCS system as well as Test examination for old students (prior to CBCS) before the final University Examination. The question paper for internal examination is set up as per university question pattern so that they can be aware of question pattern for university examination so as to enhance the process of academic development of the students. The marks of internal examination for the semester system is uploaded in concern webpage in due time by the faculty members. This evaluation is carried forward and added to the total university marks.

All the above mentioned process are conducted through great transparency.

The Academic Affairs Committee prepares the schedules of internal assessments (Mid Term Tests, Final Tests, Internal Examinations) mentioning the specific dates of paper-setting, examinations, distribution of answer scripts, submission of marks in the office, and publication of the results. The examination schedule is strictly maintained.

Tentative dates of Mid-Term Test and End-Semester/Session Test are communicated to the students through the Students' Diary. The evaluation methods are communicated to the students at the beginning of each session or semester.

The schedule of the class tests are prepared by the individual department and are communicated to the students in the class room and the notice board. Sometimes surprise tests are also taken.

The evaluated answer scripts are shown to the students so that they can be aware of their mistakes.

The teachers take care to explain their mistakes and the doubts if any.

The Tests are all centrally conducted by the Examination Sub-committee, which is constituted of about six or seven teaching faculties from different departments. The non-teaching staff of the college assists the

Examination Sub-committee to smoothly conduct the examinations.

The results of the Term End Examinations are displayed on the notice boards.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

The college performs serious attention to any issues arising from examination related grievances both of internal as well as external assessments. The Examination Committee plays a responsible role in this connection. The college has CCTV coverage thorough out the campus to keep a strict vigil while examinations are held. The local police stations are informed during the days of examination to maintain law and order in the campus. Malpractices are strictly dealt with and strong actions are taken against the offenders found if any. Minimum time is spent for the whole process.

Apart from the internal examination the college serves as an Examination center for the students of Arsha College and Barabazar Bikram Tudu College in the University Examination. The college conducts the examination of more than 1000 external students thrice in every year. Seating arrangements and invigilation duty are performed by the non-teaching and teaching staff respectively headed by the Examination Committee. Any problem relating to seating arrangement is solved then and there by the examination committee. The college always maintains the ratio of invigilators and examinees i.e. 1:25.

The End-Semester and End-Session examinations are conducted by the University. The Admit Cards are issued by the University and distributed usually one week before the scheduled date of the beginning of the Examinations. In case of any discrepancy in connection with the Admit Cards, immediate step is taken by the college to correct any such problem. The non-teaching staff always remain alert in this connection and help the affected students in all possible ways.

In case of any trouble in the examination centre on the part of the students the Centre-in-charge, who is usually the Principal, takes immediate step and redresses grievances, if any.

There is provision for post-publication review of results. Students, after the distribution of Mark Sheets, can apply for such review through the college. The result of post publication review is usually published within a reasonable time by the university. The non-teaching staff extend their full cooperation to the students in applying for post-publication review.

Even after the publication of review results, if a student remains dissatisfied with his result, he can apply, as per RTI rule, for copies of his answer scripts. The university, after receiving such applications supplies the students with the photocopies of their answer scripts for the perusal of the students.

In case of Class Tests, Mid-Term Tests, End-Term Tests and Internal Assessments conducted by the

college, the answer scripts are usually given to the students after the publication of the result. In case of any discrepancy found therein, the departmental teachers take necessary steps. If any student is not satisfied by the explanations given by the teacher or department concerned, he/she can express his/her grievance in an application addressed to the Principal.

A complaint box is there outside the Principal's chamber to lodge complaints in case a student hesitates to meet the Principal.

There is also a Grievance Redressal Cell in the college for redressing grievances of the students.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The IQAC of the college prepare an academic calendar every year in the month of June i.e. before the beginning of new academic year (July to June) keeping consistency with the Academic Calendar of the affiliating University. The academic calendar is handed over to each department at the beginning of the session/semester and displayed in college notice board. The departmental teachers informed the students about the departmental routine of that year and also the faculty members make an advance academic plan throughout the year.

The dates of Examinations organized by the college, such as Mid-Term Tests and Final Tests (non CBCS) are specified in the Academic Calendar and the Institution usually follows the same throughout the session/semester. The results of such examinations are also published on the dates pre-scheduled in the Academic Calendar.

The CBCS pattern has been introduced for undergraduate courses in the college from the academic session 2017 – 2018. So the schedules for Internal as well as other activities as per CBCS guidelines are categorically mentioned in the academic calendar and are accomplished accordingly. Although the dates of the Term-End examinations are declared by the University and the college notifies (on the notice boards and college website) the same to the students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college was founded in the year 1985 with a view to establish itself as a centre of academic excellence in higher education where the students can avail themselves of all the opportunities of gathering knowledge from a wide range of streams and available subjects. Its motto was to encourage the young generation of locality in different ways through different activities and enterprises so that they cannot only earn a living but be independent, enlightened and responsible individuals contributing to the welfare of society and the country at large. By offering a wide range of subjects to study through the different programme courses, the college promotes and encourages advancement of literacy, social, cultural, political, scientific developments and to help the needy students of all communities including the SC, ST and OBC communities for their advancement in study and achievement of success in social fields.

The motto of the college is to offer academic program with the declared goals of the institution. The Honours programme in literature subjects (Bengali, English, Hindi) and General Course in Sanskrit develop the literacy knowledge of the students as well as enriching their communicative skills. Some of the students graduating from the college subsequently establish themselves in the fields of education as successful teachers, Journalist in leading dailies, as well in army, navy etc in both government and non-governmental sectors.

The study of Honours and General courses in science subjects including Physics, Chemistry, Mathematics, Botany, Zoology and Geography not only enhance the ability to develop logical and scientific outlook of the students but also help them to become scientists, researchers and also a successful teachers in future.

The subjects like History, Philosophy, Political Science help to understand the cultural heritage of our country. History and Political Science subjects develop a well awareness among the students of socio-political and historical realities of our country of the past as well as the present.

The subject in commerce stream helps and encourages the students for various forms of self-employments and business.

The programme courses are so designed so as to put additional dimensions to the teaching learning process. Thus the students' logical and scientific abilities and skills are enhanced so as to make them successful in their respective chosen profession and thereby become better citizens for tomorrow.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The College concentrates the evaluation of Attainment of Programme outcomes, Programme specific outcomes and course outcomes.

The classrooms are compactly designed so to make faculty students interactions a close process. At the end of lecture in classroom students are encouraged to clear their confusions by asking questions. From the Classroom response of the students teacher can realize their academic benchmark and can improve the quality of teaching learning.

Feedback forms are provided to the students in every year and those are collected after they are duly filled by the students. The feedback forms are duly analyzed by the teachers so that teaching could be improved and quality teaching could be enriched.

The college evaluates the POs, PSOs, and COs in every academic session/semester. Attention is given to the proper completion of the syllabus of each and every programme and course.

The teachers of the respective departments are given their academic assignments at the beginning of the session/semester. The total number of teaching days in a semester/session is calculated and the classes are allotted in the routine in such a way that the courses may be taught to the students conforming to the time-frame.

Each department takes different initiatives (both curricular and co-curricular) so that learning objectives of each course (paper-wise) be achieved.

The class tests are taken to evaluate outcomes of the courses. By studying the results of the students (percentage of successful and unsuccessful students) in the Mid-Term Tests and End-Term/semester, the institution evaluates the outcomes of different programmes and courses. Course wise performance of students is discussed, analyzed and recorded in the meeting of the Academic Affairs Committee and IQAC.

The students of the college also take regular part in co-curricular and extra-curricular activities throughout the year through the departmental activities, NSS, games and sports. The Students' Council also organizes various programmes such as Teacher's Day Celebration, Fresher's Welcome, Blood Donation Camp, Farewell Functions, and Cultural Programmes

The students are also encouraged to participate in debates, seminars, workshops and research activities. While programme specific outcomes of the students are measured on regular basis through class tests, Mid Term Tests and Term-end examinations, their leadership skill, creativity, social skill, team-spirit, sportsmanship, ability to take responsibility, etc. are measured through their co-curricular and extra-curricular activities.

At the end of each semester/year, student and parent feedbacks are taken to improve the teaching-learning methodology, support facilities to the students like library, laboratories and the internet connectivity etc.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 39.56

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 288

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 728

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.77

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 16

File Description	Document
Any additional information	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The Governing Body of the college constituted a **Research committee**. The committee members motivate our faculty members to undertake research projects. The committee members also help the faculties in the

improvement of their Research Projects. Along with this every year the college organizes National Level and Departmental seminars and workshops to improve the quality of research and to incubate the research mentality to the students of all streams.

The college also encourages the faculty members to pursue **doctoral degrees** and to publish their research papers in to national and international journals.

The list of the success of the college is as follows:

- One **Minor Research Project** has been done.
- Two faculty members have been awarded their **doctoral degrees.**
- Three faculty members are preparing their **research papers.**
- A total no of twenty **National Level and Departmental seminars** have been organized.
- In the last five years a large number of **workshops** were organized by the college to transfer knowledge among the teachers, staff and most importantly among the students.
- The college regularly publishes one college **magazine** in which the papers of students, teachers and staff are being published.
- The papers presented in the National Level Seminars by the Resource Persons and Paper Presenters are **published** thoroughly.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	[View Document]

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.16

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	03	08	01	00

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document]

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.38

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
03	00	01	01	00

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college believes in overall development through community services and extension activities. Such involvement enables students in understanding social problems and improve their capacity to solve such problems using local resources. Field- exposures enable the students to cultivate positive traits in character. Extension activities are carried out by- National Service Scheme (NSS) and Others.

NSS: Presently the college has two units of NSS.

NSS activities:

The NSS Units of the college promotes the extension activities in the neighbourhood community by engaging teachers and students in various awareness programmes in the neighbouring villages. These programmes have been performed very enthusiastically since 2014 and continuously running till now.

On-Campus programmes:

Awareness building against **Child Labour,** various social issues like **Dowry System**, **Underage Marriage, Child Labour, Malnutrition ,Dengue ,Anti-Tobacco ,Anti-Superstition , on water conservation, the issue of sanitation AND Hygiene .**

Environment programme and Campus cleaning activities.

Blood-donation camp.

Off-Campus Programmes

Programmes in adopted villages.

First AID Training.

Disaster-management and relief programmes.

Community mobilization programmes for different activities like pulse polio immunization, etc.

Rallies, Awareness-Programmes, Campaign programmes.

Others:

Students participate in the Youth parliament Programme.

The college provides community- services like offering space for district and state level sports etc.

It has adopted two nearby villages called KanaBandih and Amruhansa, developing them extensively.

Students participate in 1) Tree-plantation programmes 2) Campus cleaning 3) Blood donation camps 4) Environment awareness camps. 5) Swachh Bharath Abhiyan 6) Awareness and rallies on Anti Tobacco. Days like Environment day, Independence Day are observed periodically.

Teachers' Day, AIDS Day, youth day, Women's Day etc. are observed periodically. The college authority supports financially-deprived students by providing half/full free ship.

Through these external activities the institute has sensitized the students to social issues and has successfully made the holistic developments of the students.

File Description	Document
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

3.4.3 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 last five years

Response: 5

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., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
01	02	01	01	00

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document]
Any additional information	[View Document]

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document]

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 2

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document]()
Copies of collaboration	[View Document]()

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 1

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document]()
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document]()
Any additional information	[View Document]()

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institutional has adequate number of class rooms, laboratories, computing equipments etc to accommodate the growing number of students seeking admission every year as the facilities for teaching-learning process.

- Presently, the college has student strength of 2078 in its 14 UG programmes.
- To be more specific the college has 21 fully functional class rooms.
- The auditorium though is single in number, but it has a great capacity to give space to sit to more than 200 students. The college has one Seminar hall generally used for seminars, guest lectures, and meetings.
- The college has one smart class room with the facility of learning management system (LMS), internet connectivity (Gio-Wi-Fi) and latest scientific equipments like smart boards, projector, and video conference to enhance the process of teaching learning, thereby connecting the college with outside world of learning.
- Besides this the institutional also has five projectors which all of the departmental teachers use to make the lectures more effective.
- The institutional has a central library with more than ten thousand books, some rare books, manuscripts, e-journals and the facility of Integrated Library Management System (ILMS). Besides this all the departments have their separate seminar libraries. Apart from this the central library has one journal section and one reading room with necessary accessories.
- The college has approx forty computers. Some of them are used in the office and others are used in all the departments, laboratories and library. Some of the computers are operated in the version of Windows-7 and some of the computers are operated in the version of Windows-10.
- The institution has two separate girls and boys well furnished common rooms and one sick room for the refreshment of the students according to their needs.
- Each science department has adequate number of classrooms and well-equipped laboratories for running their theoretical and practical classes.
-
- Most of the departments have computers with browsing facility with departmental computer labs in Chemistry, Physics and Geography. Students are given access to the Central Computer facility. Apart from this, it has 1 computer centre where students can take customized computer training according to their requirements.
- The college is equipped with eco-friendly 'Energy Generating System' supported by 'Silent Digital Generator' and 'Solar Panels' for sustainable use of energy.
- The entire college building with the laboratories is protected with fire safety devices.
- For providing better accommodation to the outstation students there is a boys' hostel in the adjacent land of the college for ST/ST candidates.
- The College in its long history of 33 years has gradually developed its infrastructure and facilities.
- The financial assistance received under Paschimanchal Unyanan Parishad has helped immensely in the development of infrastructure.

- The financial assistance received from the UGC has been a great boost to infrastructure augmentation.

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

Response:

The institutional has much upgraded facilities for sports, games and cultural activities. Since the year of 1986 the college has organized different types of sports, games and cultural activities every year. The details are given below:

SPORTS:

Types	Area/Size	Year of Establishment	User rate
Race (for both boys and girls)	100mts,200 mts	1986	More than 50%
Jump (high, long and triple)	As required	1986	More than 50%
Short part	As required	1986	More than 50%
Discuss	As required	1986	More than 50%

INDOOR GAMES:

Types	Area/Size	Year of Establishment	User rate
Badminton	As required	2018	5%
Volley Ball	60ft/30ft	2002	30%
Carom	As required	1986	30%
Table tennis	As required	1986	60%

OUTDOOR GAMES:

Types	Area/Size	Year of Establishment	User rate
Football	College Stadium (11 acres)	1986	40%
Cricket	College Stadium (11 acres)	1986	25%
Kabaddi	College Stadium (11 acres)	1986	2%

- The playground can make provisions for football matches, cricket matches, basket ball practices, volley ball competition, athletic events, regular practices of the college students, and so on.
- The college infrastructure is used by the district administration and the local clubs or organizations for hosting different events or tournaments. Even the police department uses this infrastructure for

selection of job aspirants.

- The huge playgrounds are always the favourite spots for hosting different types of events.
- The college has the facilities of indoor games like carom, table tennis.
- The gymnasium has as many as -------equipments for the practices of the students.

CULTURAL ACTIVITIES:

The Institute provides multi cultural activities to enrich the student's personality beyond the academic aspects throughout the year.

- The college celebrates Fresher's Welcome at the beginning of the academic year.
- Celebration of College foundation day.
- Swami Vivekananda's Birthday is celebrated every year by the college.
- Ever year Ambedkar's Birthday is celebrated.
- Students organize a cultural programme on Teacher's day.
- Bengali department takes initiative for the celebration of Rabindra Jayanti.
- Students celebrate Saraswati Puja every year. Teachers also cooperate with them to make the programme more gorgeous.
- The college has also adequate space and facilities for cultural activities.
- The seminar halls and the virtual classroom are also used for cultural activities.
- Other than the physical facilities, the college has the human resources to make all such events a huge success. The teachers as well as the students are the real assets of the college, be it sports or cultural events.
- These cultural events help the students to be more united and enriched.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

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

Response: 22.73

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document]
any additional information	[View Document]

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 35.92

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
24.05	15	11.95	16.9	24.5

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The Central Library of the college is automated with the latest version of KOHA as ILMS. The accession of the library books, issue and return has been done through this software. Before this from the year of 2016 Expert software was installed till the year of 2018

Besides this software, the library has the facilities like bar-coding machine, card generation machine.

The students can check online the availability of books in the library.

E-resources can be accessed through Wi-Fi facility.

Specialized Services provided to the students include information deployment and notification, photocopying facility, INFLIBNET.

Issue slip printer, Barcode printer, and Barcode reader, systems for internet browsing and book search are some of the major initiatives.

Barcode issue-return system is in practice in the library.

Link search facility is provided to the students in the library link

Link search facility is provided to the students in the library link of the college website.

- Name of the software: At the beginning of 2019 the college installed ILMS software named KOHA.
- Nature of the software: The nature of the automation of the software is full.
- Version of the software: The version of the software is 18.11.
- Date of installation: 2019

File Description	Document
Any additional information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The Central Library of the college has a total number of 11004 copies of books, purchased with the financial assistance from the UGC, as well as the grants received time to time from the college. In the history of this –33 Year College the library has turned into a hub of academic activities. Apart from these, it has journals and magazines which are of great use to the students and teachers of the college. The college procured some rare collections of different subjects in different times. The library has also preserved the copies of Ph D Theses and MRP reports of the faculty. The Networking Resource Centre within the library also caters to the academic needs of the students and is a knowledge resource centre, particularly in respect of and e-journals.

COLLECTION OF RARE BOOKS:

Name of the rare book	Accession no.	Name of the author	publisher	No. of copies	Year publishing
1.Global Geomorphalogy an introduction to the study of landforms	4190	Mchael A Summer field	Pearson prentice hall	01	1991
2.Oxford Reference Atlas for India and the world	2172	Oxford University	Oxford University press	01	2010
3.A world of Art	7726	Henry m sayre	Prentice hall	01	1994
4.Physical Geology	7806	Sheldon Judson/Morvin E kauffman	Prentice hall	01	1990
5.Glimpses of Bengal vol-I	10505/10507	A.Claude Campbell	Sundeep prakashan	02	1907
6.Glimpses of Bengal vol-II	10506/10508	A.Claude Campbell	Sundeep prakashan	02	1907

7. Encyclopaedia of world philosophers(A continuing series vol-I: Socrates) Do vol-II to I0	10053 to 10062	ED. Nagendra kr. sing	Anmol publication	10	2002	

File Description	Document
Any additional information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.41

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.34	0.04	0.18	0.04	0.44

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 21.22

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 198

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The Institute has focused consistently deployed best-in-class IT facilities for the development of academic and research support. The campus has been enabled with internet service of 24x7 hours, providing any time anywhere access of knowledge and learning resources.

IT FACILITIES:

- In the year 2013, all the operations regarding internet were being done by the **Airtel 3G-Micromex Modem.**
- In the year 2015, the college website has been established. After that all the admission oriented and administrative operation of the college were being started to operate through the online operating systems. Then onwards, the college was being connected with **BSNL Wi Max** internet connection, which helps the college to circulate the important notices concerning academic, examination, assignments. All those notices were being uploaded on the website duly approved by the Principal. There was a website coordinator who ensured the college website remains updated time to time.
- From the year of 2017, keeping in view with demand from the students and all the faculties of the college **4G JIO Wi-Fi** facilities have been installed for the wide range of internet connectivity with fast speed of internet browsing. The entire campus area is covered under Wi-Fi. Students and teachers are given passwords to work with Wi-Fi.

- **The date of updating of 4G JIO Wi-Fi:…………………….**
- **Nature of the updating:** 4G JIO Wi-Fi (20-35 MBPS)
- All the science departments have sufficient number of computers with internet facility along with necessary software. The bandwidth and software are regularly updated according to the demand of the departments and other units of the college.
- Up gradation is carried out time to time on regular basis with the introduction of new curriculum, software up gradation, introduction of new technology, etc.
- For regular maintenance of the IT infrastructure local vendor has been given the AMC for five years (mainly for the computers).
- The projectors are repaired from time to time. The local vendor System Solution has been given the order temporarily. Student admission as well as their entire information like progression etc. is maintained through **ERP** system.
- Different ppts or links for YouTube lectures are uploaded on college website and the website is regularly maintained by SalvasTechnology, Kolkata.
- Anti-virus software is updated regularly for the computers.

File Description	Document
Any additional information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 20.38

File Description	Document
Any additional information	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Any additional information	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	
Any additional information	
Link to photographs	

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 16.55

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
3.78	5.16	6.95	8.16	15.43

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	

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.

Response:

The college has well established system and procedures for maintaining and utilizing physical, academic and support facilities. The college has created a mechanism for the better upkeep and optimum utilization of physical, academic and support facilities. The lists of facilities are stated below:

Physical support facilities:

Building Infrastructure:

- The institution has a building committee to look after the maintenance, repair and constructional work related to the building. The committee also looks after the physical infrastructure like water, power supply etc. All the works are done by the due approval of the Governing Body.

- The institutional has a contractual staffs who is assigned to look after the civil and electrical aspects of the college.
- All the technical faults are attained and repaired by higher technician carpenters etc.
- The college has also a generator facility for interrupted power systems.
- Maintains of toilet are done by the sweepers.

Computer and IT infrastructure:

- The college has approx forty computing equipments which are supported by IT facility. All of these equipments are maintained by the departmental teachers and the office staffs.
- Maintains and up gradation is also looking after by the college from time to time.
- The college has appointment computer assistant to look after all the computer and IT and ICT related issues.

Laboratory equipments:

- All the departmental laboratories are fully enriched with their necessary latest equipments to cater the needs of the students.
- The college always looks after security aspect in a sincerely manner.
- Most of the labs have permanent lab assistant who simultaneously assist the students and the departmental teachers.
- All the labs are fully equipped with computer, and Wi-Fi facilities.
- Stocks registers are thoroughly mainted in each and every department.
- Gas connection pipe line is checked regularly by the college staffs.

Furniture and related items:

- One contractual staff has been appointed for the maintence and repair work of all types of furniture and related items. He brings into the notice of the authority the needs of the repair work and certifies after the work has been completed, which is great example of physical support facility.

Sports complex:

- The college has gloriously availed all-round developed sports complex like Badminton and Volley Ball as well as modernized facilitate stadium.
- The stadium has great size of 11 acres and properly maintained by the college time to time. Apart from this, as a result of the proper maintence, besides the college sports, others fully government and government aided institution also can take the facility of the stadium.

Academic support facilities

- The Teacher's Council Secretary (TCS) and Internal Quality Assessment Cell (IQAC) ensure optimum utilization of the academic and support facilities.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 41.17

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
446	445	463	417	89

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 8.46

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
90	90	90	90	22

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]()
Link to Institutional website	[View Document]()

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 100

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
917	848	945	907	909

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]()
Any additional information	[View Document]()

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 8.7

5.2.2.1 Number of outgoing students progressing to higher education

Response: 50

File Description	Document
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 50

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	2	0	1

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	2	0	2

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.3 Student Participation and Activities

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Our students participate actively in functioning the College. The college maintains the norms and directives of the University in respect of student representation. The composition of the current Students' Council is as follows:-

The elected class representatives disseminate information from College administration to all students. They play an active role in planning, organizing and executing various student-oriented activities, with the active support of the Principal and the teaching fraternity.

The General Secretary, Students' Council represents the students in the Governing Body.

The Students' Council extends active cooperation in organizing seminars / workshops, all kinds of extension activities with the College as well as in the adopted villages and the community at large. The Students' Council comes in support of the College in its strict adherence to the rules and regulations of the College in respect of attendance, basic norms for appearing in different College and University examinations, in the maintenance of discipline in the campus, and so on. The Students' Council functions in consultation with the College authority as well as teachers of different departments.

Among the most notable of the cultural events that were observed with due solemnity and a little fanfare were the Independence Day, The Republic Day, The Teachers' Day, Rabindranath Tagore's birthday, Swami Vivekananda's birthday, Netaji's birthday, etc. Debate on the hot and important current topics concerning the society such as the prevention of AIDS, cleaning of the localities at the outbreak of dengue, etc., were also held from time to time.

In respect to the Games and sports the General Secretary was seen to be a deft administrator in the

maintenance of all the sports events holding various competitions all the year round among the different classes of the college and arranging a number of inter-college competitions. The college authorities are satisfied with his work.

The Magazine, published by the Students Council was satisfactorily including writing of the wall magazine and the publication of the printed Annual Magazine.

The works of the Student Welfare and Social Service section of the Student Council were quite good. All the needy students who applied for half-freeships, and other financial help, were given the facilities as far as practicable. The social activities that were announced from time to time by the university were also all celebrated with the participation of local dignitaries. They also planted trees around the college building.

There are two separate common rooms for the boys and girls. Both the common rooms are well maintained sincerely by the secretaries of both the common rooms. There was no complaint from the students about any problem faced by them in both the common rooms.

The works of the Student Council, thus, were quite satisfactory and no grievances of any student have been received by the office of the college.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 22

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
22	22	22	22	22

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The alumni of the Balarampur College are spreaded all over the state in different sectors. A few students who, after passing out, got jobs in the neighbouring areas, schools, college, Government areas, keep coming frequently, but those who are engaged in jobs far away, com rarely. The ex-students are all grateful to this seat of education where they passed many years of their formative period of time. A few such pass-outs of the college are now in higher echelons of administration.

Unfortunately, there has not been any recognized association of the alumni till 2014.

The Alumni Association of the college was formed in 2015. Ex-students were registered. An account was also opened with UBI, Balarampur Branch.

A Reunion programme involving the alumni was organized by the college in the last year.

The IQAC keeps a close correspondence with the Alumni Association and helps it in regularizing its activities.

Last year all the students (Arts and Science & Commerce) of part-III registered themselves as members of the alumni.

The Alumni Association had regular meetings/ activities.

The registration of the Association is continuing. The present members have taken the initiative to register the association.

The alumni association of the college has a whtsapp group by which every interaction between the members are maintained.

Some of the faculty members and office staff are the members of the alumni association of the college as they are the ex-student of the college. Those members hold the administrative position of the association.

There are still so many constraints in the regular functioning of the association. The alumni are to take part in all academic and other quality initiatives and infrastructure development of the college. The management will be putting all possible efforts towards this end.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	[View Document](#)
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 4

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Core Vision- Enlightening the students with knowledge and wisdom.

Add-on-vision- Empowering the students for workplaces.

Mission:

- To be accredited by NAAC.
- Providing high education to increasing number of students.
- Diversifying the curriculum under affiliated system.
- Helping the students to obtain their graduation degrees.
- Introduction of add-on career oriented programmes of study.
- Supplement training with teaching to instill employability skill.

Nature of governance, perspective plans and participation of the teachers in the decision making bodies:

The Quality policy is integral part of the vision and mission of the Institution. It is involved in every process of the Institution. Governing Body (GB) of the college comprising of President, Principal, Govt. nominee, University nominee, Teachers' Representatives, Non-teaching representatives and student union representative generally formulates the policy and plans. Governing body designs and executes Short-term, Medium- term and Long-term plans integrating departmental plans. Various committees unite to put best efforts in the college to design and implement the policies and plans.

The perspective plans regarding different aspects:

The Educational Plans are :

- Faculty development to cater to emerging trends and demands in education
- Build on research skills of our faculty and initiate the spirit of higher aspiration amongst students
- Develop professional ethics amongst the students and promote human values and sensitize students to these values
- Provide educational support to the rural students of this remote area.

Administrative: A decentralized administrative system provides the best facility to the students. Before implementation of any important measure the Principal discusses it with the different stake holders in meetings, funds are mobilized and decisions are taken.The Administrative Plans are:

- Digitize the entire system of governance
- Build on College Development Plan for each year across all Departments
- Institute an Audit process for Quality sustenance

- Strong focus on gender equity and in house build gender sensitization programmes for students

The Infrastructural Plans are:

- Eco-friendly and pollution free campus
- Free Wi fi connection for student benefit
- Smart classroom for students

The Plan regarding Leadership and Governance are:

- Long term leadership development amongst all staff
- Build on administrative personnel

The Top Management gives ample freedom and flexibility to the Principal together with the Academic Council to lead all the academic activities of the College. They regularly meet and take necessary steps to formulate and implement strategic plans of the institution. They get the feedback from all the staff and study the impulses of the institute in general and take steps for further improvements as far as they are within the capacity and recommend the management for further corrective actions and activities of the College.

- The Head of the Departments are given specific duties.
- Tutorship of each class is given to teachers
- Every faculty member is involved in various academic and administrative committees.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

The College follows the policy of decentralization.

- The Chairman of the Governing Body and the Principal lead the governance and management of the institution. The members of the governing body, led by the Chairman take care of day to day functioning of the college.
- A democratic and participative management system is followed in which the teaching, non teaching and students - all contribute. The authorities lead by example and the other members of the college family willingly follow. They are distributed in different committees and together work towards the well being of the college.
- A decentralized administrative system provides the best facility to the students. Before implementation of any important measure the Principal discusses it with the different stake holders in meetings, funds are mobilized and decisions are taken. For instance, there exists a library committee constituted by the Governing Body.
- The different committees of the college consists of the HoDs of the different departments, teacher

representatives of the Governing Body and different Faculty members to coordinate the academic, financial, co-curricular and extra-curricular activities. .

- The HoDs accomplish the day to day activities of the department.
- Other units of the college like sports, arts, library etc. have operational autonomy under the guidance of the various committees and are involved from various departments in the decision-making process.
- Case study (Decentralization):
- University Examination in the College:

Through regular meetings of the TC, different faculty members are selected for examination committee for different examinations throughout the year, which is approved by GB. For example, in the session 2015-2016 different examination committees were formed for different types of examination (University exam of Part I, II, III, Honours and General) which was approved by Principal and GB. The following faculty members represented the examination committee of Part I and Part II exam:

Part I Exam Committee:

1. Dr. Manik Ch. Majhi
2. Tatan Ghosh
3. Piya Sinha
4. Amir Hossain Khan
5. Krishna Mallick

Part II Exam Committee:

1. Tatan Ghosh
2. Sarita Kumari
3. Piya Sinha
4. Sudipta Goswami

Participative management:

The approved exam committee members discuss and form the following tasks:

1. Prepare invigilation duty chart according to the routine provided by the University
2. Allot room for different invigilators
3. Notify and distribute invigilation duty chart to the respective teachers.
4. The seating arrangement of the students is managed by the office on day to day basis.
5. All concerned teachers actively participate in the invigilation duty with full responsibility.
6. After the completion of one day's examination, the non-teaching staff takes the responsibility of packing and sending the answer scripts to the university.
7. The exam committee ensures the smooth functioning of the overall process in a participatitive manner.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Almost all activities of the college are undertaken following the deployment of perspective/strategic plans.

- Academic activities such as mid-term and Test examinations are conducted following a strategic plan taken through meetings.
- Co-curricular activities are planned by the individual departments in a perspective manner to ensure the holistic development of the students and to develop their leadership quality.
-
- College sports activities are considered to be very important and are strategically planned by the sports sub-committee.
- A strategic plan was developed by the building committee to form a new integrated and state of the art administrative building within the college campus. This proposal was forwarded to the GB and was approved. The following steps were taken for the implementation of the strategic plan:
  1. The staff of Balarampur College requested the Principal through an all staff meeting the need for a new Administrative building as the old building is not sufficient to cater to the needs of newly appointed staff
  2. This proposal was forwarded to the Building Committee and the members corroborated with the fact that the old building is insufficient for all staff and a new integrated administrative building should be built.
  3. This proposal was forwarded to the Finance Committee and the members discussed the matter of financial needs and it was seen that the college fund is inadequate to provide necessary fund.
  4. The matter was then forwarded to the Governing body and the President decided to allocate funds through Paschimanchal Unnayan Parishad (PUP).
  5. An estimate of the total expenditure was said to be provided by the Sub Assistant Engineer and the final estimate was vetted by the Deputy Engineer
  6. This estimate was then sent to PUP forwarded through college and was approved by them.
  7. An e-Tender was given by PUP to take up the construction work and the tender was given to the lowest bidder (Name of Agency: Abdul Sattar)
  8. The sanctioned amount for the project was Rs. 99,02,718/- and tender amount was Rs. 78,02,352/-
  9. The plan was provided by PUP to the agency and work started on 30/08/2018.
  10. Finally the building was completed on 01/01/2019 and the completion certificate was provided by PUP.

File Description	Document
Any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

- All major policy decisions like the recruitment of the Principal, Bursar, teaching and non-teaching staff, sanctioning leave to all stakeholders, adopting major financial policies, taking disciplinary actions are taken by the Governing Body following the usual rules and regulations of the Government of west Bengal.
- The college follows all the rules and regulations of the UGC, the Department of Higher Education, Govt. of West Bengal, and the affiliating university.
- The Principal is the Secretary of the Governing Body. Teacher representatives, Non-teaching representatives, the nominee of the Higher Education Dept., Govt of West Bengal, University Nominee, General Secretary of the Students' Council are the other members of the Governing 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.
- The Governing Body forms different sub-committees like IQAC, Finance Committee, Building Committee, Academic Affairs Committee, UGC Committee, Research Committee, Library Committee, Admission Committee, Grievance Redressal Committee, Anti-ragging Committee, etc. for smooth running of the day-to-day activities and implementation of different projects for over-all improvement of the college.
- The Teachers' Council and the Non-teaching Council function under the chairmanship of the Principal. The Teachers' Council forms different sub-committees such as Examination Sub-Committee, Cultural Sub-Committee, Canteen Sub-Committee, Games and Sports Sub-committee for smooth and regular functioning of the college.
- The Teachers' Council takes all decisions in the academic aspects of the college including the preparation of class routine, programmes for Remedial classes, stipulation of internal examination (Mid-term and Term-end) schedule, publication of results, mentorship to the students, framing course modules, encouraging activity classes, adopting welfare schemes for teachers, holding different cultural and other recreations for the staff members.
- The Organogram of the Institution is attached along-with this document as additional information.
- In the context of the college administration, the Governing Body as the decision-making body leads and directs all the major activities other than the routine work.

File Description	Document
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

    1.**Planning and Development**
    2.**Administration**
    3.**Finance and Accounts**

4.Student Admission and Support

5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Project Name: Machine for Bio-Metric Attendance:

Bodies involved:

1. IQAC Cell

2. Governing Body.

3. Finance Committee

- The Governing Body, in its meeting Agenda no.2(ii) dt01.12.2018 first resolved to set up a s a source of best practice, as per the suggestion of the Coordinator, IQAC. Accordingly the IQAC in its meeting dt 22.12.2018resolved to set up the machine for the college.
- Accordingly tender quotations were invited by leading quatation and work order was issued to the lowest bidder under certain conditions.(Kataruka Forms & Computers) The progress of the work was reported in the GB dt22.12.2018. Thus machine was installed on the principal's room.
- The installation of the machine was done in order to promote the regular attendance of the staff.
- From02.01.2019,all categories of staff were directed by the Principal to give Bio metric attendance.
- Therefore the system was started.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution has the following effective welfare measures for Teaching and non- teaching staff. The management is well aware that a happy and progressive institution requires all its stake holders to remain happy.And this is only possible when adequate measures are adopted for the welfare of the teaching and non-teaching members of the college family.

Some of these measures are the policies of the state government concerned but are adequately implemented by the college authority. Again some measures are purely at the institutional level but are extremely necessary for the well being of the staff. The measures are:

Safe hygienic drinking water is provided through Aquagrad water filters.

Suitable seating arrangements are provided.

First aid is provided and is readily accessible so that in case of any minor accident initial medication can be provided to the needed employee and student.

A sufficient number of toilets are provided in the premises and are also maintained in a neat and clean condition.

Canteen is present in the campus for all staff and students. Hygienic and nutritious food is provided.

Proper and sufficient lights are provided for all.

Wash basins with tap and tap on the stand pipe are provided.

A sick room is present for the initial recovery of sick staff and students

Swasthya Sathi scheme for non-teaching and Govt. approved PTTs is provided by WB Govt. is implemented.

The Women cell is present to address different issues faced by women employees.

Employees can avail Maternity Paternity leave policy has also been introduced.

CCL is availed by the women staff when necessary.

1. The college never imposes any barrier for participation in Refresher Course/ orientation programme/ short term Courses to the faculty members.

The college always attempts its best for ensuring timely promotion of its faculty members.

The college encourages teachers in pursuing research activities, attending seminars and workshops, presenting papers, publishing papers in national and international journals, organizing special lectures, seminars, workshops, and all activities which are fruitful for students.

Different programmes are arranged for developing the soft skills of the staff.

Workshops on different computer-related programmes, counseling programmes for relieving stress are organized for the staff members.

Health awareness programmes on prevention of cancer, AIDS, etc. are some measures taken by the college authority.

Different recreations like Basanto Utsav, Teachers' Day are arranged for the staff members. The Health Home facility is extended to the staff members if there is any emergency.

The college always attempts to maintain a healthy academic environment.

File Description	Document
Link for Additional Information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 10

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	8	0	0	00

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

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6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	2	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 8.47

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	2	0	0	1

File Description	Document
IQAC report summary	[View Document](#)
Details of teachers attending professional development programs during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

- The institution follows the PBAS (Performance based Appraisal System) for the faculty members as per the regulation of the UGC. If they fulfil the minimum criteria they are considered for promotion.
- The Institution has started a performance appraisal system for teaching staffs through the maintenance of a daily diary. The teachers are requested to maintain the daily diary by providing their daily performance in academic and administrative works. After the completion of each month the diary should be duly signed by the principal. In addition there are departmental diaries which need to be maintained by the respective departments and require to be produced at the time of academic audit.
- This proposal was discussed and approved by the GB through Agenda No.1 (iii), (Pg.- 199-200) dt. 1/12/2018.
- This proposal was discussed and approved by the GB through Agenda No.1 (iii), (Pg.- 199-200) dt. 1/12/2018.
- 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.
- There also exists a well planned student feedback system where the students anonymously judge the performance of the faculty members.
- No such PBAS (Performance based Appraisal System) exists for the non-teaching members of the institution. However, they are subject to promotion in their respective fields after a period of service not less than 10 years.
- Biometric attendance is maintained as a part of strict adherence to the over-all discipline.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution was always subject to external audit. The external / statutory audit is carried out by a Government auditor appointed by the DPI (The Director of Public Instructions) under Department of Higher Education, Government of West Bengal.

The Last external audit was done in 2013-2014 and 2014-2015. Internal audit is on and will be sent for external audit shortly. All audit reports as of are satisfactory.

However the Governing Body felt the need for internal audit too. So a competent auditor was appointed by the GB and they completed auditing till 2018-19 sessions.

Accounts are audited regularly. When there are additional expenses over and above the budget proposals, special sanction is to be taken from the Finance Committee. The Accounting and Auditing Committee looks after the internal audit and it is presented to the certified Chartered Accountant.

Internal Audit:

Serial No.	Date	Auditors	Grant Received	Memo No.	Amount

1.	27/01/2015	M/S ABRS and Associates, CA, Purulia-723101	UGC XII Plan	S.no.214523 30/03/2013	dt.	Rs.1,26,3
2.	10/02/2015	M/S ABRS and Associates, CA, Purulia-723101	UGC XII Plan	S.no.211467 07/09/2012	dt.	Rs.50,09
3.	27/02/2015	M/S ABRS and Associates, CA, Purulia-723101	XI Plan	S.no.206635 13/10/2011	dt.	Rs.5,12,9
4.	13/03/2015	M/S ABRS and Associates, CA, Purulia-723101	UGC XII Plan	S.no.211466 07/09/2012	dt.	Rs.13,89
5.	05/04/2015	M/S ABRS and Associates, CA, Purulia-723101	UGC XI Plan	S.no.210083 23/07/2012	dt.	Rs.1,160
6.	25/04/2015	M/S ABRS and Associates, CA, Purulia-723101	UGC XII Plan	S.no.222116 28/03/2014	dt.	Rs.10,07
7.	15/05/2015	M/S ABRS and Associates, CA, Purulia-723101	UGC XII Plan	S.no.216202 30/03/2013	dt.	Rs.1,70,0
8.	15/06/2018	M/S B Mahato & Associates, CA, Purulia-723101	UGC XII Plan, under IQAC Scheme	S.no.221013 19/03/2014	dt. Expendit Rs.2,66,5	Rs.3,00,0
9.	07/05/2016	Banka & Associates, CA, Purulia-723101	Sidho Kano Birsha University (SKBU) for NSS Unit-1	NA		Rs.38,07
10.	07/05/2016	Banka & Associates, CA, Purulia-723101	SKBU for NSS Unit-1	NA		Rs.67,96
11.	12/07/2017	Banka & Associates, CA, Purulia-723101	SKBU for NSS Unit-1	NA		Rs.18,56
12.	04/05/2018	Banka & Associates, CA, Purulia-723101	SKBU for NSS Unit-1	NA		Rs.35,58
13.	07/06/2016	Banka & Associates, CA, Purulia-723101	SKBU for NSS Unit-2	NA		Rs.40,20 (2015-20
14.	09/07/2018	M/S B Mahato & Associates, CA, Purulia-723101	SKBU for NSS Unit-2	NA		Rs.58,13 7)
15.	09/07/2018	M/S B Mahato & Associates, CA, Purulia-723101	SKBU for NSS Unit-2	NA		Rs.51,16 8)

External Audit:

Serial No.	Date	Auditors	Funding	Utilization
1.	27/02/2018	Bhattacharyya Roychaudhuri and	College Fund	1st April 2 March 2015

		Associates, CA, Kolkata-700001			
2.	05/02/2015	Ajay Shobha & Co., CA, Kolkata-700001	College Fund		1st April 2 March 2014

File Description	Document
Any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 1

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Balarampur College is a Government aided Institution, where the funds are generated through the fees paid by the students, UGC and other funds. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. The institution follows transparency and democracy in the entire procedure of mobilization and utilization of funds.

- Institutional budget is prepared by Principal with the help of the Finance Committee every year taking into consideration of recurring and non-recurring expenditures.
- All the major financial decisions are taken by the Institute's Governing Body (GB).
- All the major financial transactions are analyzed and verified by the governing body under different heads like:-

- Development of Campus
- Software & Internet charges
- Library Books / Journals
- Repair & maintenance
- Printing & stationary
- Equipment & Consumables
- Furniture & Fixtures

- After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and account officer, accordingly the quotations called and after the negotiations purchase order are placed.
- The payments is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase order.
- All transaction has transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized person operate the transaction through bank.
- Respective faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.
- The entire process of the procurement of the material is monitored by the Purchase committee and Principal at institute level then the Finance committee, Fund Utilization Committee and GB.
- Financial audit is conducted by chartered accountant every financial year to verify the compliance.

Various committees or sub-committees, as required, get involved in executing the work as per the proposal submitted and the sanctioning memo. For the funds where the teachers themselves execute the work, all decisions are taken collectively.

- Governing Body
- Finance Committee
- Purchase Committee
- Building committee
- Fund Utilization Committee

The major sources of institutional funding are:

- West Bengal Government through Directorate of Public Instruction (DPI)
- Paschimanchal Unnayan Parishad.
- Tuition Fees from Students
- Benefactors
- User Fee of infrastructure

Once funds are mobilized adequate measures are taken for utilization of the same.

There is adequate budget to cover the day-to-day expenses. When new construction or large scale renovation is needed, a transparent process is maintained to acquire funding from different sources.

For all kinds of work, the college strictly adheres to the financial rules of the Government of West Bengal as well as the Government of India.

File Description	Document
Link for Additional Information	[View Document](#)

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

Response:

1. One of the examples of best practises institutionalised by IQAC is the installation of **CCTV** in the college campus. Being a remote area and a remote campus (aprrox. 3km from the nearest town Balarampur), there was the need to provide a sense of security to the staff and students of the Institute. The initiation was taken by the IQAC through GB (vide GB agenda no. 14 dated 22/02/2016).

The CCTV cameras are fitted in different areas of the college campus:

- Principal's office
- Administrative building corridors
- Outside all the buildings in the college campus

Due to this initiative, the security for students, especially girls have been provided and any untoward incidences can be avoided. During exams and student union elections, students can be monitored for any malpractices done by them. The cameras in the Library also ensure no books can be stolen or damaged and complete silence is maintained in the reading room. In totality, it ensures that the campus can be monitored from various angles and supportive security can be provided as and when necessary.

1. The second example of best practice institutionalised by IQAC is **Biometric attendance** for all staff of the college. The initiation was taken by the IQAC through GB (vide GB agenda no. 1(i) dated 01/12/2018). The context for the introduction of biometric attendance was taken into account after the West Bengal Government requested the authority of all the colleges to introduce this so as to ensure proper attendance of teachers and maintain appropriate working hours for all staff.

After its introduction and implementation from 02/02/2019, the attendance of the staff has increased substantially and also boosted the working hour output.

The same initiative for students is being taken into account and might be implemented soon to ensure minimum attendance of the students.

File Description	Document
Any additional information	[View Document](#)

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

Response:

The IQAC reviewed from time to time the teaching-learning -process in the college to maintain quality.

- The first initiative that was taken by IQAC was to adopt **ICT** system. The institute has been equipped with ICT system (funding by Govt.of India) to enhance its teaching –learning process and the IQAC took the initiative to make it useful for the students. Special programs had been organized and implemented by the IQAC through ICT System. The teachers from all the departments take relevant smart classes for their respective students to enhance their knowledge and prepare themselves for a better all round understanding of the subject.

- The second initiative that has been taken by IQAC is **Feedback** System. To collect the students' constructive reactions /suggestions on courses, course contents and handling of the courses the feedback forms are collected .This is done through end-year written feedback and voluntary feedback mechanism. The whole process is organized by IQAC.Feedback System for collecting students' responses is mainly based on the Course feedback. The students are asked to rate the instructor of their concerned course on eight parameters at a five-point scale and also about college facilities. The students are informed about this system at the beginning of the semester itself and they are encouraged to give their responses regularly and continuously. The students' responses are analyzed by the respective teachers and finally by the HODs and after that the IQAC analyzes the total report and takes the necessary actions for the improvement of the teaching-learning process of the institution. At the end of the year, total responses are analyzed and an Overall Average Point (OAP) is calculated on a five- point scale. The analysis of the written response is a difficult and time-taking process. Though the impact of the feedback system has opened and strengthened a transparent the practice communication channel between students, teachers and administrators. The teaching quality over the years has improved. The overall sense of belonging to the institute among the students and the teachers has strengthened.
- Along with these two initiatives the IQAC introduced Smart boards, projectors; computers ,Wi-Fi facility, promotion through CAS also.
- The IQAC also encourages teachers to make best use of e-resources for themselves as well as for the students. E-books are preserved in the library as well as in the departments for the benefit of the students.
- The Lecture capturing system introduced in the Digital Classroom is another attempt towards making best use of our resources. Some of the teachers are making use of this system for the students not only of this college but also of other institutions.
- The IQAC made provisions for particular time slots in the central routine for activities like Tutorial/ Group discussion/ Power point presentation/ Students' seminar/ Mock teaching, etc.
- With the initiatives of the IQAC the results of the students are assessed in the meetings of the Academic Affair Committee for improvement in teaching-learning process.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 8.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
37	5	0	1	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document]()
Any additional information	[View Document]()
IQAC link	[View Document]()

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document]()
Details of Quality assurance initiatives of the institution	[View Document]()

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The college has taken all measures to support the students to enrich their quality in conformity with the vision document. The college has taken measures for academic enrichment as well as inculcating values through extension activities in the last five years.

The College have developed and emphasized on many indicators and these are as follows:

1. Basic computer literacy is ensured for all students in a structured way.
2. The college ensures scholarly activities of the faculty except syllabus.
3. Internet and wi-fi facilities are available in the college.
4. The College has provided formal mechanism to promote research activities for teachers.
5. The college is differently-abled friendly and has appropriate ramps, wheel-chair, scribe facility and toilet facility.
6. Smart Classroom has been provided for the betterment of students and LCD projectors are also present there.
7. Assessment for teachers' from students (Student Feedback Form) and Assessment of the institution from teachers' (Teacher Feedback Form) are also maintained.
8. After the introduction of CBCS, the average pass percentage has increased.
9. Computer student ratio has increased.
10. After 2016, percentage of permanent faculty against sanctioned posts has increased, student-teacher ratio and percentage of permanent teachers with PhD qualification has also increased.
11. E-Library facility with running software has been introduced and remote access of e-resource through the use of ILMS has been done.
12. Alumni Association has been formed
13. Percentage of students admitted against the reservation category as per Govt. of India norms has increased in the last five years.
14. Percentage of students receiving award in sports has increased in the last five years.
15. Mentors are assigned to students for all academic and stress-related issues.
16. Strict adherence to the attendance of students, their all-round participation in extension activities, innovation and creativity in the academic part is maintained.
17. Maintenance of discipline within the campus has done mandatory.
18. Collaborative linkages have developed with Arsha College; Purulia.The name of the linkage programme is Faculty Exchange Programme.
19. The office has been automated with Expert software. Financial transactions, the entire admission process, feedback, and communications with students and staff are being done mainly online.
20. The library has been automated with KOHA software.

The career counselling cell conducted different programmes and arranged seminars, talks, and placement of students.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

    1.Institution shows gender sensitivity in providing facilities such as:
        1.Safety and Security
        2.Counselling
        3.Common Room

Response:

a)**Safety and Security**:-The motto of Balarampur College is to create the environment of equality where all the students fell that there is no any gender discrimination the college has given special care to female teachers and girl students.

Maternity and Child Care Leave has been given to the female teachers, girls students get 'Kanyashree' scholarship and their is also special reservation for girl students in half free for college fees. Beside that other facilities like separate toilets, games room are given to the girl students. Beside that they are also encouraged to practice in cultural programmes of the college and in the annual sports of the college. There are Senior and experienced gate-keepers at all the entrances of the college. There is a "Grievance Box" for girls students to register their respective grievances.There is a separate wash-room for female Teaching and Non-Teaching Staff.Identity cards are issued to all students, teachers and non-teaching staff.The college has officially engaged a physician to address health-issues of the students in generaland the girl-students in particular for emergency purposes.One "napkin- vending machines" have been installed one at the Girls'Common Room to ensure emergency facilities and to respect the privacy of the girls.There are separate queues for the girl students at the office counter or library, CCTV vigilance all around the campus as a step towards prohibition of sexual harassments, and above the Woman's cell of the college which

confidentially takes into account the problems of the girl's students in respect of their safety and security.

b) Counselling:- The College authority finds any problem to the girl students the college authority counsels that student very carefully and solved that problem very carefully. Besides that college authority organise various programmes that enhance their knowledge and mental power. The Women's cell of the college takes initiatives to organize counselling sessions for the girl-students both at the formal and informal levels. At the informal level, counselling is done mostly personally and confidentially where the girls from the different financial as well as socio- economic backgrounds approach the cell and come to terms with their problems. The Women's Cell of the college at times forwards the specific problems to the college authority for possible way-outs.

 (C) Common Room:- The Institution has also made a separate girl's common room and boys common room. Where only the girl students can use that room student or their purpose. Beside that other facilities are also provided in that room. The Common Room has a separate washroom. Adjacent to the washroom, a separate "napkin vending machine" has been installed. Separate male team and female team has formed the college is various games like football, volley ball and in kabadi. Separate dresses are also given to that teams. Besides that in NSS programme also the participants of girls students increased and the college maintain the equalization in every activity. All the members of the college are very co-operative to the girl students and they always encourage them to fell that are secure and lives in every friendly environment.

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 4.02

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 499

7.1.3.2 Total annual power requirement (in KWH)

Response: 12412

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 68.7

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1898.20

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 2763.07

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

The college believes in the philosophy of waste management. Recycling the wastes and debris generated for future use is an essential social responsibility and the college is trying to take concrete steps in that direction. The college can boast of its **ventures in cleanliness** which is meticulously maintained through different ways.

Solid waste management:-The volume of solid waste generated are collected from debris, leftovers from dustbin, falling dried leaves etc are collected and the remaining chemicals

Coloured dustbins are kept at specific regions of all the buildings of the college and the **accumulated solid-waste is dumped in the vat**. The Municipal workers of the ward collect the accumulated solid waste on a regular basis.

Organic waste materials of the college are often converted into **bio- fertilizers** that facilitate the healthy growth and function as manure for the plants.

Moreover, the entire campus is a "**plastic free zone**" and the college authority tries to address all the aberrations.

Dry waste products are allowed to **decompose** and garden waste products are often burnt and disposed.

Liquid waste management:-The liquid waste generated in the Chemistry laboratory is disposed off through proper channel.

Liquid waste products, particularly **Chemistry laboratory waste products** are allowed to get disposed through an elaborate drainage system into an open tank.

Suitable measures have been taken by the college for **bioremediation**, where the Laboratory waste products are allowed to decompose in the open tank.

E-waste management:- The college has a store room which acts as E-waste corner and the products are later sold out for recycling.

Some **printers** used in the college office are **non-cartridge (Ink-jet)** and therefore such printers are conducive to the prevention of spread of harmful carcinogenic e-waste.

Specific laboratory equipment which are not in conditions of repair is sold in conformity with the rules of the purchase committee of the institution.

The Institution had **communicated with a competent organization** for effective and environment-friendly method of e-waste disposal.

The organization has disposed the e-waste and has issued a **certificate of cleanliness to the college**.

The college has organized Green Audit in this year and also has got the E-Waste certificate and ISO certificate.

File Description	Document
Any additional information	[View Document](#)

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

A dialogue with the Executive Engineer, Surface-Water Investigation, Balarampur College,Purulia, has already been made by the Principal of the College.In this college water level is very deep that is for needed rain water harvesting.The Executive Engineer has verbally assured that at the earliest, steps towards rain-water harvesting would be taken.He has also paid a visit to the college and has expressed his positive opinion that the infrastructure of the college may very effectively facilitate rain-water harvesting.The official communication made by the Principal, Balarampur College with the department concerned is supplied below for necessary perusal. We start the rain water harvest but it is not sufficient for this process.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

(a)Bicycles: Around **80% of the students** and **50% of the college staff** use bicycles. There is an **adequately spacious cycle stand** in the college.

(b) Public Transport: Some students and staff of the college avail of the public transport (**TOTO-Rickshaws**). The rickshaws which run by rechargeable batteries are environment friendly.

c) Pedestrian friendly roads: The **sprawling campus** of the college has many **pedestrian friendly tracks** and roads which facilitate the local people of the town to take their **morning and evening walks**.

Communication among the different buildings and sections of the college are done mainly through the walking mode.

d) Plastic-free campus: The College is a **completely plastic-free zone** and there is no retail shop within the campus that may impel the use of plastics. The **staff canteen** and the **student canteen** of the college are **prohibited** by the college authority to make use of **plastics**. Use of Thermocol or even **cheap plastic tea- cups** has strictly been **prohibited**.

e) Paperless office: The office has not become partially paperless, institutionally we are moving towards it since majority of **communications** related to teaching, administration, and researches are made **online**. SMS system has been bought by the college to make official communications with the students. The college has a perfectly accommodating **elaborate Website** where most of the **official notices are uploaded**.

d)Green landscaping with trees and plants: The wide campus of the college is **surrounded with green trees** not merely for the purpose of beautification but with a larger motive of attesting to the **eco-consciousness**. **Fenced eco-gardens** are maintained by the NSS unit of the college and the college takes proper initiatives to constantly monitor activities related to their proper maintenance. The College observes "**Tree Plantation week**" and celebrates the World Environment Day on June 5 every year.

The college has taken one great Green Initiative i.e. Green Audit. As a result of this initiative the college has gained E-Waste Certificate & ISO Certificate.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.74

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.22	0.13	0.2	1.2	00

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<u>View Document</u>
Any additional information	<u>View Document</u>
link to photos and videos of facilities for Divyangjan	<u>View Document</u>

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 2

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	1	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<u>View Document</u>

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 8

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	0

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 11

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	2	2	2

File Description	Document
List of activities conducted for promotion of universal values	[View Document]()
Any additional information	[View Document]()

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The Institute celebrates "**Rabindra Jayanti"**the birth ceremony of the great poet Rabindranath Tagore and also organizes a programme on the death anniversary of the poet accompanied by informal cultural events in honour of the cultural icons of Bengal and the nation. Along with this the birth anniversary of another great poet Kazi Nazrul Islam also is celebrated by the college. In addition to this the college organizes programme on the Birth Anniversary of Mahatma Gandhi.

Eminent dignitaries both from academics and administration remain present in those occasions the programmes start with the valuable lecture of our Principal Dr.Ananya Ghosh. Most of the teachers and students participate in those programmes.The President of our college Honourable Minister,Sri.Shantiram Mahato Sometimes also participate in those programmes whenever he can arrange time for us between his busy schedule.

More importantly the college announces and offers rewards to the students with highest attendance and marks on that very day.

Observance of birth/death anniversaries of great Indian personalities is implemented not under compulsion of Government or other local bodies- but for showing them honour. Birthdays of Netaji **Subhas Chandra Bose**, **B.R. Ambedkar**, **Dr Sarvapalli Radhakrishnan**, **Ramkinkar Bej** are very punctiliously observed.

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.**

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

All academic, administrative and financial decisions of the college are taken in democratic ways. For the **administrative decisions**, the **Governing body** of the college takes all its **resolutions** and properly **document** and **implement** the resolutions in a transparent way.

Academic decisions of the college are taken primarily by the **Academic Affairs' Committee** of the college and are finally approved by the **Teachers' Council**.

The Academic Affairs Committee comprises the **Heads of the different Departments** and thereby all the problems and issues of the departments concerned are adequately addressed.

Majority of the **purchases** of the college are made through **tender** as per **government rules**, and all purchases are made through the **Finance Committee** and **Purchase Committee**.

There is a **separate space on the Website** for date-wise display of **tender notices** which allows completely transparent transactions.

On the day of the opening of tenders the bidders mostly remain present and that way complete transparency is ensured.

The Principal, **teachers** as well as the **non -teaching faculty** of the college register their **biometric attendance** during arrivals at the institution and so during their departures.

The **admissions of the students** in the college are done solely on the **basis of their merits** and the **online admission system** has been introduced for maintenance of transparency.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

- **BEST PRACTICE- 1**
- **Title:** *Regularization of Attendance & Involvement of the Students in Academic and Co-curricular Activities*
- **Objectives of the Practice**: The practice takes into account two key aspects of the institution- **regularization of attendance** of the students and **involvement of the students in different activities**.The further aim is to **inculcate** in the students a firm **sense of belongingness** with the institution.The disciplinary measures are aimed not merely at bringing students within strict University norms of attendance, but at **facilitating a holistic development**.The strict norms that the college adheres to give them proper scope and opportunity to get involved in various **extra-curricular activities** including the acquirement of **different skills which the current job-market demands.**

The Context: Most of the **Higher Educational Institutions**, particularly those located at **remote areas** far from the sheen and shine of **urban opportunities**, see a steady **decline of interest** to attend classes **regularly**. Apart from that, the **free accessibility to e-resources** or even **distance education system** which summarize the curriculum in the form of **easy, inadequate modules,** dissuade students from attending regular classes.

Moreover, students coming from **poor financial backgrounds** who get **nominally registered** in Higher Education Institutes merely for appearing at their exams/ getting their degrees still consider attending classes to be a luxury. Their poor economic status compels them to seek for **some means of their livelihood during the college hours.**

The Practice

The practice specifically comprises two dimensions-

a) **Ensuring the regular attendance** of the students

b) **Involving the students** in activities, not directly related to the curriculum, but helpful **to acquire need-based skills**.

- **Strict punishments are implemented like debarring the students from taking their final examinations.** In fact, students are **pre-warned** by means of **various notifications** about the same. Since the introduction of the CBCS system, as per the decisions of the **Academic Affairs Committee**. The punitive measures help to establish overall discipline with **increased number of students attending classes and getting involved in College activities**.

- Separate classes are scheduled for Activities like:
-
- **Power-Point Presentations**
- **Mock-teachings(Chalk-Talk/ICT enabled)**
-
-
- **Group Discussions**
- **Wall-magazine Competitions**
- **Interactive Class Session**
- **Self-Assessment Study**

The ultimate aim is to make the students well-equipped with all the **skills- speaking**, **teaching**, **listening**, **debating**, **presenting things through ICT**, and i**nteracting with others**.The **IQAC of the college** has taken a very **positive step** of **awarding students with highest marks** from each of the Departments .**Parent-teacher Meetings** are occasionally conducted by the Department.

- **Evidence of Success: The** very recent monthly attendance reports show **remarkable increase in the percentage of attendance** of the students.The results of the students of each Semester has become upgraded.**Activity/Seminar/Tutorial classes** are assigned in the **Master Routine of the College**. Activities where students present seminars on their own or use ICT for their mock-teachings make them confident to present things in Conferences both inside and outside the College.
- **Problems Encountered and Resources Required:** The **greatest problem** is of course the **background of many students**. In fact, many of the students are first generation learners getting admitted to a college and attending classes regularly is a luxury.

Sometimes, the **time** that the faculty and the students get for completion of the curricula in each Semester **is much less** than what is expected. Often, the prolonged time that the University takes for result-publication often demotivates the students. **Kolkata** being **almost 6 hours by train** from Purulia,students cannot access with ease books from reputed libraries like the **British Council Library** or the **National Library**. Accessing books and resources online and being a part of the lived ambience of proper library halls are two different experiences altogether.

- **BEST PRACTICE: 2**

  Title: Motivations beyond the Curriculum: Students and "Community Services"

- **Objectives of the Practice:** To encourage students to actively participate in **field-based activities** outside their academic domain. To **empower the underprivileged sections** of society for their sustainable development. To **sensitize the student for becoming future leader(s)** in the growth and development of the society, for amelioration of different social inequities in class, sex, sexual orientation, etc.To **inculcate human values in the students** conducive to the making of a harmonious and healthy society. To **train the students** effectively for **prompt initiatives** to address the unprecedented **natural disasters** like flood, cyclones, drought etc.

- **Context:** Despite the **different drives** taken by the **Central Government** and the **State Government** to raise the living-standards of the underprivileged through implementing reservation criteria in case of employment in various sectors, scholarships and different projects, the mindsets of people haven't really changed.

-
- **Discriminations still continue** to engender the spirit of hatred & newspapers and different media project instances of animosity.

-
- Students should be made aware of the fact that routine Government initiatives may not be enough **to bring about the desired social change**. It is essential for the students as the strong building blocks of the future society, work for amelioration of social maladies.

-
- As goes the old adage, "**If you want to bring a change, be the change**". Higher Educational Institutes should aim at **bringing students out of the narrow, cocooned, self - centered motives. The institute should motivate students to selflessly work towards the community.**

- **. The Practice:**

The College inspires students for becoming aware of the very concept of "**community services**" theoretically and motivates them towards bringing them into practice.

The **different cells and committees** also promote involvement in community activities.

AIDS awareness Programme, **Cancer Awareness Programme**, **Tobacco Control Programme** etc. are in keeping with the interests of the community at large. Theoretical awareness is a prelude to practical field based works.

The **Blood-Donation Camps** organized every year by NS see a good many number of students who come forward.

Conferences and talks organized by IQAC on social issues also have strong roles to enhance community interests.

The **seminar on Values in Education** organized by the Dept of Philosophy was also an **attempt to build the human values** and principles which are gradually declining in the current academic scenario.

Apart from the NSS units of the college, the other units of the college – be it the sub-committees of the Teachers' Council, the Cells formed by the G.B. or even the Departments work towards this end.

Some of the very inspiring Community Services rendered by the Students are :(a)**Cleaning operations carried at Neighbourhood Villages.**(b)**Blanket Distribution to the needy persons.**

- **Evidence of Success:** Balarampur College, by name, is as much the emotion and sentiment of the College family (Management, Administration, faculty, students).

The playgrounds of the College are used regularly for **Morning Walks**, **Evening walks**.

With the permission and happy consent of the authority, **several sports coaching centers conduct their trainings** at the college play ground.

Volunteers of the College participate and are accepted in any kind of natural calamity and disaster.

- **Problems Encountered and Resources Required:** Due to the **newly introduced CBCS pattern** in University curriculum, there is a **huge academic pressure** which students need to shoulder within a very short time-span. Thus, keeping proper motivation for services beyond the curriculum is often challenging for them. There are of course **unwanted adversities and political threats** which disturb the working ambience, particularly in activities where communities are involved. Sometimes, certain administrative difficulties arises due to **inadequate staff** .**More meetings are to be conducted** with the local authorities, Higher Education Dept, the University authority to address problems. **More attempts** are to be taken on the part of the college **to raise funds** from donors like Government.

File Description	Document
Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Balarampur College, as an institution has some clear visionary principles to adhere to. To summarize the **vision statements** of the college (displayed on its website), one can say that it **pledges to become the**

dream destination of all by moving beyond the narrow boundaries of region, class, and creed.

The Institution, with its **central thrust on discipline and values**, it also dreams to endorse **independent thinking** for improvement of the overall quality of life.

For doing so, The **College Management** very openly and transparently **advocates and implements its secular outlook**.

The College has plans to foster independence of thought, outlook and expression; **it never relies on narrow parochial sentiments** of any particular religious community.

All decisions of the **Governing Body** are decisions which are unanimously decided upon and **democratically implemented**

The college fraternity announces with pride that there is absolutely **no reservation either for teachers** (in case of recruitment) **or for students** (in case of admission) of any particular **religious community** in the College – a step that counts a lot in upholding its secular dimension.

If one looks into the different cultural events organized by the College, one can find the **happy confluence of events belonging to different religious disciplines**.

The college has a huge number of students from SC/ST belt. The students from general group and the students from SC/ST group have a great difference between their cultures. But under the governance of the college all the students celebrate every occasion collectively.

Cast wise student percentage last five years

Session – 2013-2014

Total	General	SC	ST	OBC	
1909	1019	150	360	372	

Percentage (SC+ST+OBC) = 46.20%

Session – 2014-2015

Total	General	SC	ST	OBC	
2083	912	189	411	563	

Percentage (SC+ST+OBC) = 55.83%

Session – 2015-2016

Total	General	SC	ST	OBC	

2184	744	222	469	744	

Percentage (SC+ST+OB=65.70%

Session – 2016-2017

C	General	SC	ST	OBC	
2233	653	228	461	890	

Percentage (SC+ST+OBC) = 70.71%

Session – 2016-2017

Total	General	SC	ST	OBC	
2100	526	219	409	946	

Percentage (SC+ST+OBC) = 74.95%

The above chart shows the reality of the above said matter. Therefore this can be said that the institutional performance on this above discussed area is really distinctive to its vision, priority and thrust.

5. CONCLUSION

Additional Information :

The college has nurtured many students who are well-established in academic, administrative, financial, as well as corporate sectors. The environment of the college is very healthy. It is a plastic free and tobacco free zone. The institution is very much beneficial for the students of ST/ST group. Though the basic earning method of this group is farming but gradually they have been motivated to other more upgraded professions by the college. The alumni's are also rich. The college and the students council has a healthy relationship. The pass percentage of the college has increased after adoption of CBCS. The students are now enough upgraded and careeristic. The teachers and the staff are very much cooperative with the students.

Concluding Remarks :

In the last few years, the college has seen a huge enhancement in teaching-learning activities and the over-all academic ambience. The infrastructural advantages, over-all discipline and strict adherence to norms have transformed the college into a hub of excellence. The extension activities carried forward through the NSS wings and the community services that the college extends independently have made the college a role model for its social commitment. The cultural activities, academic activities by students like debates, tutorials, mock teachings, power point presentations, green initiatives undertaken and the strong implementation of governance have brought about a dynamic teaching-learning exchange.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented 1.2.2.1. Number of programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 24 Answer after DVV Verification: 06
1.2.3	Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years 1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>58</td><td>48</td><td>63</td><td>71</td><td>68</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : Relevant document not provided by HEI.
1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 05 Answer after DVV Verification: 0 Remark : DVV has not consider unsigned document provided by HEI.
2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years 2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>578</td><td>495</td><td>557</td><td>572</td><td>484</td></tr></table>

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
256	231	265	268	205

Remark : DVV has not consider provided unsigned admission list of admitted students from the reserved categories by HEI.

2.2.3	Percentage of differently abled students (Divyangjan) on rolls 2.2.3.1. Number of differently abled students on rolls Answer before DVV Verification : 6 Answer after DVV Verification: 2
2.3.3	Ratio of students to mentor for academic and stress related issues 2.3.3.1. Number of mentors Answer before DVV Verification : 13 Answer after DVV Verification: 14
2.4.3	Teaching experience per full time teacher in number of years 2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 387 years Answer after DVV Verification: 100 years
3.1.2	Number of research projects per teacher funded, by government and non-government agencies, during the last five year 3.1.2.1. Number of research projects funded by government and non-government agencies during the last five years Answer before DVV Verification : 0 Answer after DVV Verification: 0 3.1.2.2. Number of full time teachers worked in the institution during the last 5 years Answer before DVV Verification : 13 Answer after DVV Verification: 16 Remark : DVV made the changes as per appointment letter of full time teachers provided by HEI.
3.3.1	The institution has a stated Code of Ethics to check malpractices and plagiarism in Research Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : DVV has not consider permission letter provided by HEI.
3.3.3	Number of research papers per teacher in the Journals notified on UGC website during the last five years

04-10-2019 08:56:19

3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
02	08	08	02	01

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	03	08	01	00

Remark : DVV made the changes as per pro-rata bases of research papers provided by HEI.

3.3.4	Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

3.3.4.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
03	03	01	01	00

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
03	00	01	01	00

Remark : Provided e-copy of books and chapters are in a regional language by HEI for the year 2017-18.

3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

	Remark : Relevant document not provided by HEI.
3.4.3	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 last five years 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., year-wise during the last five years Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
04	05	05	02	00 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
01	02	01	01	00	 Remark : DVV has made the changes as per pro-rata basis of provided report of extension and outreach Programs by HEI.
3.4.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years 3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
200	300	200	500	200 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
00	00	00	00	00	 Remark : Provided report for Awareness Programme for Equal Opportunities has not reflect number of students. Report for Awareness Programme for Equal Opportunities for 2018-19 not provided by HEI.
3.5.2	Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

	3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

Remark : DVV has not consider e-copy of letter provided by HEI.

4.2.3	Does the institution have the following:
	
	1. e-journals
	
	2. e-ShodhSindhu
	
	3. Shodhganga Membership
	
	4. e-books
	
	5. Databases
	
	    Answer before DVV Verification : B. Any 3 of the above
	    Answer After DVV Verification: E. None of the above
	  Remark : DVV has not consider e-copy of mail provided by HEI.

4.2.6	Percentage per day usage of library by teachers and students
	
	    4.2.6.1. Average number of teachers and students using library per day over last one year
	    Answer before DVV Verification : 250
	    Answer after DVV Verification: 198
	
	    Remark : DVV has made the changes as per average of teacher and students using library per day on 10/12/2018, 11/12/2018, 12/12/2018, 13/12/2018 and 14/12/2018.

4.3.3	Available bandwidth of internet connection in the Institution (Lease line)
	
	    Answer before DVV Verification : 20-35 MBPS
	    Answer After DVV Verification: <5 MBPS
	  Remark : DVV has not consider provided form of Jio Connection of 2017-18 by HEI.

| 4.3.4 | Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Answer before DVV Verification : Yes
Answer After DVV Verification: No
Remark : Provided photos has not reflect Recording facility, Lecture Capturing System (LCS) and Media Center. |
|---|---|
| 4.4.1 | Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4.5	8.28	7.07	17.57	17.33

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3.78	5.16	6.95	8.16	15.43

Remark : DVV has made the changes as per expenditure of college building and maintenance, generator maintenance expenses, computer and printer maintenance, repairing and maintenance of computer, online website and software maintenance, laboratory maintenance, electricity maintenance, lab equipment maintenance duly signed by CA. |
| 5.2.3 | Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ 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: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	2	0	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	2	0	1

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years
Answer before DVV Verification:

| | | | | |
|---|---|---|---|---| |

04-10-2019 08:56:19

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	2	0	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	2	0	2

Remark : Provided some document has not clear by HEI.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : DVV has not consider certificate of participation provided by HEI.

5.3.3	Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
35	35	35	35	35

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
22	22	22	22	22

Remark : DVV has not consider fresher welcome and sarswati pooja provided by HEI.

6.3.3	Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
40	3	2	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	0	2	0	0

Remark : DVV has made the changes as per provided report of professional development / administrative training programs for 2016-17 and 2018-19. Report for 2014-15, 2015-16 and 2017-18 not provided by HEI.

6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
49	12	6	7	1

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
37	5	0	1	0

6.5.4	Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action

3. Participation in NIRF

4. ISO Certification

5. NBA or any other quality audit

	Answer before DVV Verification : A. Any 4 of the above
	Answer After DVV Verification: B. Any 3 of the above
	Remark : DVV made the changes as per provided document by HEI. Report for NBA or any other certification not provided by HEI.
7.1.1	Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
.223	.13	.15	.20	.05

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0.22	0.13	0.2	1.2	00

Remark : DVV made the changes as per expenditure of plant purchase, gardening and plant purchase duly signed by CA. Provided audited statement has not reflect green initiatives and waste management for the year 2014-15.

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	4	5	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	1	0

7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	0

7.1.16	The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Answer before DVV Verification : Yes
Answer After DVV Verification: No
Remark : DVV has not consider unsigned document provided by HEI.

7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	4	3	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	2	2	2

04-10-2019 08:56:19

2.Extended Profile Deviations

ID	Extended Questions
1.2	Number of programs offered year-wise for last five years

1.2 Number of programs offered year-wise for last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
24	24	24	24	21

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	6	6

2.2 Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
588	508	604	616	580

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
503	504	504	503	489

2.3 Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
575	555	606	566	471

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
728	450	471	565	470

3.2 Number of computers
Answer before DVV Verification : 45
Answer after DVV Verification : 87

3.3 Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
68.72	62.19	49.22	43.16	49.69

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
68.72	62.19	49.22	43.16	42.94