



Chapra Bangalji Mahavidyalaya
Bangalji, Nadia

AQAR: 2018-19

The Annual Quality Assurance Report (AQAR) of the IQAC ***(For Affiliated/Constituent Colleges)***

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Part – A

Data of the Institution

(Data may be captured from IIQA)

1. Name of the Institution: CHAPRA BANGALJHI MAHAVIDYALAYA

- Name of the Head of the institution : DR. NIRANJAN GUHA
- Designation: Principal

- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 03474271108

- Mobile no.: 9434244612
- Registered e-mail: cbmnaac2018@gmail.com
- Alternate e-mail : iamng23@yahoo.co.in

- Address : Chapra Bangaljhi Mahavidyalaya, P.O. Bangaljhi, P.S. Chapra, PIN - 741123.
- City/Town : Chapra
- State/UT : West Bengal
- Pin Code : 741123

2. Institutional status:

- Affiliated / Constituent : Affiliated
- Type of Institution : Co-education
- Location : Rural
- Financial Status : State funded

- Name of the Affiliating University: University of Kalyani
- Name of the IQAC Co-ordinator : Mrs. Gargi Sengupta
- Phone no/ Alternate phone no : 03474271108

- Mobile: 7797598879

- IQAC e-mail address: gargisengupta.cbm@gmail.com

- Alternate Email address: cbmnaac2018@gmail.com

3. Website address: <http://www.cbmahavidyalaya.ac.in>

- Web-link of the AQAR: (Previous Academic Year): NA

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

4. Whether Academic Calendar prepared during the year?

Yes/No...Yes., if yes, whether it is uploaded in the Institutional website:

Web link: <http://cbmahavidyalaya.ac.in/#>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st				from: to:
2 nd				from: to:
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: 25/09/2014

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
International Mother Language Day Celebration	21.02.2019	123
Awareness Programme on Gender Equality	02.03.2019	99
EVM/VVPAT Awareness Camp	06.03.2019	200
Students' Health Check-up and Awareness Programme on Smoking is Injurious to Health	15.03.2019	122

Seminar on Women's Health , Hygiene and Sanitation	27.03.2019	255
Departmental seminar on <i>Satabarsher Alope Jwalinabag hatyakanda: Ek Raktakta Adhyaya</i>	13.04.2019	105

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NA	NA	NA	NA	NA

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 03

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... Yes

Yes/No

(Please upload, minutes of meetings and action taken report)

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

If yes, mention the amount: NA Year: NA

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

- Some quality initiatives for the betterment of college neighbouring areas

- Formation of some important cells such as e Grievance Redresses Cell, Gender Sensitization Cell, Internal Complaint Cell etc.
- Programmes such as Gandhi Birthday, Career Counselling, Women's Day and International Mother Language Day etc. have been organized with the support of IQAC.
- 'Entry in-service link' and 'ENVS Portal' have been added in the College website for preparation of competitive examinations for the students.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Solar Energy and rain water harvesting 2. Water and waste managements 3. Add-on courses 4. One computer lab for students 5. Opening science stream 6. Preparation for NAAC visit	The IQAC has appealed to the Governing Body through Principal to take initiatives to turn those plans into actions.

14. Whether the AQAR was placed before statutory body? Yes

Name of the statutory body: Governing Body Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning? No

16. Whether institutional data submitted to AISHE: Yes

Year: 2017-2018

Date of Submission: 08.02.2018

17. Does the Institution have Management Information System? Yes

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

The college takes support to conduct various assignments from technology through management information system. The college uses individual portal, website for admission, examination etc. Data is being collected on student enrolment, programmes, examination result, student fees, etc. This website helps to provide various information related to students data.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Chapra Bangalji Mahavidyalaya aims at imparting quality education and successful implementation of curriculum by utilizing the resource potentiality .The college has its own mechanism for well planned delivery of curriculum and documentation. Measures are taken by the college to execute the objective of the curriculum planned by the University of Kalyani as the college is affiliated to the above mentioned university. Under the guidance of IQAC, the Academic subcommittee and examination subcommittee of the college, the college take initiatives in monitoring the delivery and documentation of the well planned curriculum. At the beginning of the semester The Head of the Department distributes syllabus among the faculty members following the decision taken in the departmental meetings. Departmental routine and syllabus distribution are published on the notice boards of the respective Departments for the convenience of the students. The faculty members enjoy the liberty of choosing any kind of teaching method they prefer. Teachers select different kind of methods like lecture, discussion, project, field work, ICT, presentation etc. Keeping in mind the demand of the topics and subjects. Teachers give concern to make the class room interactive by encouraging students to participate in the teaching-learning process. Teachers from neighbouring college are often invited to deliver lectures on some important topics. Students can access library facility regularly. Faculty members of every Department under the supervision of academic committee monitor the progress of the students and remedial classes are arranged for students who lag behind. Class tests, internal tests, annual tests are arranged at regular interval to evaluate academic advancement of the students. Every department arrange extension programs to engage the students in co curricular activities that often help imparting practical knowledge of curriculum. At the end of this session online classes were started due to covid 19 pandemic. Teachers tried their best to cover the syllabus in online teaching learning method. Students were oriented well to adopt the new method of online teaching learning by induction programs arranged by the departments.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NA	NA	NA	NA	NA

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NA	NA	NA	NA

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course	UG	PG

			System		
B.A.	UG		01/07/2018	UG	
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate		Diploma Courses		
No of Students	NA		NA		
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
NA		NA		NA	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
NA			NA		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	No	Yes	Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
<p>The institution collects feedback from different stakeholders, students, parents regarding curriculum, academic performance, administration, physical facilities and safety. According to the feedback, reports are prepared and measures are taken at regular basis. Feedback collected from different stakeholders is available on the website. The college is taking every possible measure to resolve the issues raised by the students, parents and other stakeholders. Students give their feedback on various parameters like infrastructures of the college, ambiance, library facilities, canteen facilities, individual teacher feedback. Most students appreciated the green ambiance of the institution. They gave positive feedback about the teaching learning method applied by the teachers. Students are happy with the library facilities .Though they demanded</p>					

more reference books for newly implemented CBCS curriculum. Students are not satisfied with the canteen facilities. The college is trying to take measures to resolve the issue. According to the feedback report the college is taking measures to regular monitoring of cleanliness.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.	1912	1552	1362

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-2019	1362	NA	06	NA	NA

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
00	00	00	00	00	00

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Students mentoring system is available in the institution as an important part of the academic activities. Under the guidance of IQAC, Academic subcommittee publishes notice for selecting mentor mentees in every academic year. Departmental Head calls internal departmental meeting and on the basis of teachers students ratio, a selected number of students are allotted to individual teachers. Departments keep record of mentoring. Selected mentor teachers look into the learning progress, academic awareness and overall performance of the mentees. Teacher mentor guides the students in co-curricular, extra-curricular and career related learning also. Besides, students are also under continuous mentoring of the teachers of career Counselling Cell, Students Activity Cell, Cultural Committee, etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1362	06	227:01

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
08	06	02	00	02

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
NA	NA	NA	NA

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
1 st Semester Examination 2018		1st	21.12.2018	04.04.2019
B.A. Part II Examination 2018		2nd	02.07.2018	15.09.2018
B.A. Part III Examination 2018		3rd	28.03.2018	29.05.2018
B.A. Part I Examination 2018		1st	14.08.2018	12.12.2018

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Term end examination conducted by the University is not always sufficient enough to make a student intensive and comprehensive learner. This kind of evaluation makes the students heavily rely on notes, private tuition, suggestive learning. Therefore, the institution, within limited capacity initiated continuous internal evaluation system to encourage students to express their individuality and develop knowledge freely.

The reforms thus introduced in the continuous internal evaluation system include:

- Arranging at least two internal evaluations as per University academic calendar.
- The Internal Evaluations are arranged in a classroom atmosphere rather than an examination centre atmosphere
- The questions are set in a manner so as to encourage students to write creative yet specific answers
- Innovative methods-like dissertation, extempore, theatrics presentation, mock-teaching by students are adopted by different departments to keep the entire process interesting and student-friendly. Evaluations of the examinees are kept strictly time-bound.
- Post evaluation, the answer scripts are shown to the students.
- In case of any grievances the students, initially, approach the concerned departments the departments are asked to redress the grievances within a specific and realistic time-limit.
- However, if the student is not satisfied the matter is taken to the Grievance Redress Cell who redresses the issue in consultation with the teachers of the department.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic calendar for the Session 2018-2019 like every year comprises of the detailed list of

College events, examination dates, result publication and parent -teacher meeting dates. This calendar is prepared through a meeting of the Heads of the Departments, IQAC members and the Principal of the college. Students are acquainted with various college events by the Academic Calendar.

Continuous Internal Evaluations are held by strictly following the academic calendar. The period of the internal evaluations is clearly mentioned in the academic calendar which is strictly adhered to except in cases of emergency like natural calamities or general elections.

- Conducted at least two internal evaluations as per University calendar.

- Evaluation of the examinees is kept strictly time-bound.

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 in website of the institution (to provide the web link)

<http://cbmahavidyalaya.ac.in/Pso-co.aspx>

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
B.A. Honours	B.A. Honours	222	167	75.22%
B.A. Programme	B.A. Programme	323	235	72.75%
Total		545	402	73.76%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NA	NA	NA	NA
Minor Projects	NA	NA	NA	NA
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored Projects	NA	NA	NA	NA
Projects sponsored by the University/ College	NA	NA	NA	NA
Students Research Projects (other than compulsory by the College)	NA	NA	NA	NA
International Projects	NA	NA	NA	NA

Any other(Specify)	NA	NA	NA	NA
Total				
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
NA	NA		NA	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardees	Awarding Agency	Date of Award	Category
NA	NA	NA	NA	NA
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
NA	NA		NA	
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
NA	NA		NA	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
NA		NA		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	NA	NA	NA	
International	NA	NA	NA	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year				
Department		No. of publication		
NA		NA		
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index				

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	01			
Presented papers	01			
Resource Persons				

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Awareness Programme on Thalassaemia	NSS in collaboration with NGO Chapra Manab Kalyan Sanstha	03	80
Road Safety Awareness (Safe Drive, Save Life)	NSS	04	70
Swachh Bharat Abhiyan	NSS	03	80
To Raise fund for flood victim in Kerala	NSS	05	85
Swachh Bharat Abhiyan	NSS	01	80
Raksha Bandhan Utshav	NSS	03	
Cleanliness	NSS	02	
Republic day	NSS	04	
Blood donation Camp	NSS with Nabadwip State General Hospital	04	75
AIDS awareness	NSS in collaboration with NGO Chapra Manab Kalyan Sanstha	03	80
Special Camp (7 days)	NSS	04	80
Martyrs' day	NSS	04	80

Pulse Polio Vaccination Awareness	NSS in collaboration with NGO Chapra Manab Kalyan Sanstha	02	50
Dengue Awareness Campaign	NSS	03	60
Save Drinking Water	NSS	01	70
Tree Plantation Programme	NSS	03	80

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
NA	NA	NA	NA

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
NSS	NSS	Swachh Bharat Abhiyan	03	45

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
NA	NA	NA	NA

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
NA	NA	NA	NA	NA

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Bethuadahari College, Nadia	01/07/2017	N.A.	00

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development				
842000/-		779991/-				
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities	Existing	Newly added				
Campus area	yes					
Class rooms	21					
Laboratories	01					
Seminar Halls	02					
Classrooms with LCD facilities	01					
Classrooms with Wi-Fi/ LAN	21					
Seminar halls with ICT facilities	01					
Video Centre						
No. of important equipments purchased (\geq 1-0 lakh) during the current year.						
Value of the equipment purchased during the year (Rs. in Lakhs)						
Others						
4.2 Library as a Learning Resource						
4.2.1 Library is automated {Integrated Library Management System -ILMS}						
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation			
KOHA	Fully	18.05	2018			
4.2.1 Library Services:						
	Existing		Newly added	Total		
	No.	Value	No.	Value	No.	Value
Text Books	3000	750000	0	0		
Reference Books	5000	1254500	0	0		
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	15	01	15	01	00	03	01	20	00
Added	00	00	00	00	00	00	00	00	00
Total	15	01	15	01	00	03	01	20	00
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
.....80..... MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NA									
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e - content	
NA									

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
700000/-	561292/-	842000/-	779991/-
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)			
<p>The physical, academic and support facilities of the college such as Laboratory, Library, Sports Complex, Computers, Class Rooms etc. are looked after by various committees and sub committees like library committee, Games Committee, ICT Committee, Campus Maintenance Committee etc.</p> <p>The committees are engaged in continuous up gradation of those aspects. Online catalogue system namely KOHA has been introduced to facilitate to use library. Games Committee looks after regular sports and related activities and purchase sports equipments on a regular basis. ICT and Campus maintenance committee take care of Laboratory, computers and class rooms and suggest necessary requirements.</p> <p>Annual audit and review are done to utilize maximum use of these facilities. Proposals are obtained from the members of respective committees in various meetings arranged by the committees and after that proposals are carried forward to the Governing Body of the college. The body finally takes decisions</p>			

followed by implementation. Initiatives are taken for general maintenance and up gradation in a decentralized manner. The institution provides advanced facilities to the stakeholders in order to keep up the vision and mission of the college.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National	National Scholarship Scheme	655	
b) International			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga	03.09.2018	85	

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
N.A.					

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
00	00	

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
00	00	00	NA	00	00

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling	Programme	Department	Name of institution	Name of
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	into higher education	graduated from	graduated from	joined	Programme admitted to

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Annual Sports Day	Institutional	

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)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
NA						

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institution has an active Students' Council (Students' Union) since its inception in 2001. The Students' Council is a body of students duly elected from among the students of the college. The Students' Council is administered by the regulations laid down in the statute of the University of Kalyani. The Students' Council has a treasurer and its annual budget is presented to and approved by the administration. The Students' Council plays an active role in the academic, administrative, sports and cultural activities of the institution. The Students' Council remains active throughout the academic year. It organizes various cultural and sports activities. It organizes a Fresher's Welcome, an Annual Cultural Fest, Inter-Department Quiz, Debate etc. The Students' Council organizes various sporting activities, like Annual Sports meet of the College every year, carom tournament. Besides, the Students Council organizes various activities to promote social responsibilities of the students by organizing programmes such as annual Blood Donation Camp, extension activities in the neighbouring communities etc. The Students' council arranges the celebration of various auspicious days like the Teachers' Day, the Children's Day, the Independence Day, the Republic Day, International Language Day, Kanyashree Day etc. The Students' council also arranges the commemoration of the Birth and Death of various important personalities like Mahatma Gandhi, Netaji Subhash Ch. Bose, and Swami Vivekananda etc. To foster communal harmony and integrity among the students Holi is celebrated with due respect and maitre utsav is organized by the Students' Council on the day of Raksha Bandhan. To inculcate moral values among the

Students Saraswati Bandana is organized with much fanfare and enthusiasm among the students. In representation of students on academic administrative bodies/ committee of the institution, the General Secretary of the Students' Council is an ex-officio member of the Governing Body. The General Secretary participates in the discussions and decisions of the Governing Body and conveys the opinion of the students (collected through the meeting of the class representatives) to the Governing Body and conveys the decision of the Governing Body to the students and ensures their participation regarding the same.

The Students' Council has its own sub-committee-cultural, magazine literary, students' welfare, sports games, common room (boys and girls). The sub-committees are headed by a teacher of the college. The concerned teacher co-ordinates the activities of the sub-committee with that of the Teachers' Council. Thus, an optimum participation of the students is ensured in the various academic and administrative bodies of the college.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association :

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college practices participatory management system for functioning of all the assignments in decentralizing manner. Administration and governance is democratic in nature as the principal takes decision of implementing any policy after discussing with the various committees and sub committees. The college follows the process of decentralized administration by assigning different college services and activities to all persons related and concerned with the college depending upon their executive skills. The institution emphasizes the inclusion of all the employees working at different level to get some share in the authority.

The College follows the policy of decentralization. The Governing Body delegates all the academic and non-academic decisions based on policy to the college Committee headed by the President of Governing Body and Principal. The college Committee formulates common working procedures and entrusts the implementation through departments. The departmental head manages the day to day activities of the department and keeps a track of co-curricular and extra-curricular activities in the College. Other units of the college like sports, arts, library etc. have operational autonomy under the guidance of the various committees and students are involved from various departments in the decision-taking process

Case study:

New books were required to be bought in the new session for the implementation of CBCS curriculum. The buying of the books was done in a decentralized manner. First the principal called a meeting with the library committee regarding the purchasing of books. After the meeting the library committee asked for the lists of required books from every department by circulating a notice. Departmental Head submitted the lists of books after discussing with the other faculty members in departmental meetings. Then the principal arranged a meeting with the library committee, finance committee and purchase committee to make a final

central list. After the meeting Bursar and finance committee allotted budget. Finally tender was called to purchase of books.

Another instance of task distribution is preparing for NAAC visit. The IQAC coordinator arranged a meeting with all the employees and in that meeting discussion was made over the preparation of submitting SSR. The IQAC coordinator divided seven criterion among seven groups consists of two or three employees and gave a submission date. As the workload was distributed and every employees took part in assembling data to make the report the task became convenient.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial: Yes

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ **Curriculum Development:** As the college is affiliated under the University of Kalyani it follows the curriculum developed by the university. Though the college does not take part in the curriculum development or modification the faculty of the institution always try to impart utmost objective of the curriculum into the students. Feedback from the stakeholders regarding the curriculum is taken.

❖ **Teaching and Learning:** The college faculty give effort to skilful teaching learning procedure imparting applied knowledge, practical experience and using different ICT aids. Teachers participate in professional development and quality improvement Program like orientation program, refresher course, seminars, workshops, etc to orient them into updated teaching learning process.

❖ **Examination and Evaluation:** As the college is affiliated to the University of Kalyani it follows the schedule and guidelines of final semester examination conducted by the university. Regular class tests, internal tests are arranged by the respective departments to evaluate the progress of the students. During a semester two internal examinations are conducted centrally by the college. Faculty of the college take part in evaluating university exam papers.

❖ Research and Development

❖ **Library, ICT and Physical Infrastructure / Instrumentation:** The college library is equipped with a good number of syllabus oriented and reference books. CCTV and wifi are installed in the library area. Digital accessibility has been initiated. The library has an institutional membership with UGC N -List Program. The college has one smart classroom, one seminar hall with ICT facility. Various subcommittee s like Technology Up gradation, Campus Maintenance are constituted for monitoring the optimal utilisation of resources.

❖ Human Resource Management

❖ Industry Interaction / Collaboration

❖ **Admission of Students:** Admission process is conducted through online mode on the basis of merit list. Merit panel is based on the marks scored in class xii examination. Admission procedure is transparent and follows the university norms. The college has constituted an admission subcommittee to monitor the admission process.

6.2.2 Implementation of e-governance in areas of operations:

❖ Planning and Development

❖ Administration

❖ **Finance and Accounts:** The College is a part of the HRMS from where the salary of the employees is electronically disbursed. The fees from the students are collected through online mode.

❖ Student Admission and Support: A particular website has been maintained by the college for online admission process. The entire process of online admission is merit based, transparent and done by online mode. Students can access all the information about the admission through college website. Course details, routine, syllabus are available in the college website. All kind of college noticed are published on the college website.					
❖ Examination: As the institution is a affiliated to University of Kalyani it follows the rules and regulation of examination conducted by the University. The college arranges internal examination before commencement of final examination. The end semester examination is conducted by the University of Kalyani.					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
NA	NA	NA	NA	NA	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
NA	NA	NA	NA	NA	NA
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme			Number of teachers who attended	Date and Duration (from – to)	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent		Fulltime	Permanent		Fulltime/temporary
6.3.5 Welfare schemes for					
Teaching			Sastha Sathi, EPF, West Bengal Health Scheme, maternity leave, Medical leave		
Non teaching			Sastha Sathi, EPF, maternity leave, Medical leave		
Students			National scholarship scheme, Kanyashree, minority scholarship, Students Welfare Scheme.		

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Internal Audit: There is a bursar nominated from the faculty members to look after the financial matters and sub committees like finance committee and purchase committee are constituted to appropriate uses of available finance. The decision taken by the bursar, finance committee and subcommittee has to be granted and finalised before implementation.

External Financial audit: Financial audit is conducted in regular basis in every year. Audit of the session 2018-2019 has been done by the Mookerjee Banerjee Co, government approved chartered accountants.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
NA	NA	NA

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
		Agency	Yes/No	Authority
Academic				
Administrative				

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

6.5.3 Development programmes for support staff (at least three)

6.5.4 Post Accreditation initiative(s) (mention at least three)

6.5.5

- a. Submission of Data for AISHE portal : Yes
 b. Participation in NIRF : No
 c. ISO Certification : No
 d. NBA or any other quality audit : No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
Awareness Programme on Gender Inequality organized by Department of Political Science	02.03.2019	Female	Male

in collaboration with IQAC						
				102		70
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities		Yes/No		No. of Beneficiaries		
Physical facilities		Yes				
Provision for lift		No				
Ramp/ Rails		Yes				
Braille Software/facilities		No				
Rest Rooms		Yes				
Scribes for examination		No				
Special skill development for differently abled students		No				
Any other similar facility		Toilet for Divyangjan				
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title	Date of Publication	Follow up (maximum 100 words each)				
		<p>Code of Conduct for Teachers All the teachers are expected know and follow the outline code of conduct for their profession.</p> <p>A. Professional accountability : A teacher should dedicate himself in sincerely implementing Government-policies affecting education. A Teacher should not engage in any activities which brings the profession to disrepute. He/ She should devote few working hour to the vocation and if needed should be prepared to work for the betterment of the institution.</p> <p>B. Commitment to Colleagues : All colleagues are to be treated as professionally equal, regardless of their status. A teacher should respect the functional superiority of those set in authority over you.</p> <p>C. Commitment to students : in fulfilling one's obligation to students: A teacher should be sincere, dedicated and academically focused. Encourage students to think critically and maintain the institutional discipline. A teacher should adopt a humane approach in dealing with students who are physically challenged. Inculcate a feeling of pride among students for their institution.</p> <p>D. Commitment to community: The teaching vocation occupies position of public trust- A teacher should set an example for the community with his intellectual deliberations and maintenance of highest ethical principal. He/ She should have an impartial view on any issue that concerns the interest of the community as a whole.</p>				

		<p>He should honour diversity of various sorts and work with dedication to spread the message of tolerance and harmony.</p> <p>-----</p> <p>Code of Conduct for Student</p> <p>Every student has to strictly follow the code of conduct framed by the college authority: Ragging and eve-teasing are forbidden by the law. The Hon'ble Supreme Court has ruled out that ragging is a criminal offence. Without wearing the college uniform, none of the student is allowed to enter in the college premises. Destroying the College Property, furniture, buildings, labs, defacing wall are serious offences. Students are forbidden to sit on the steps. The corridors of building, library block, veranda in front of the classrooms are not meant for assembling and chatting. Please treat them as silent zone. Indiscipline should not be indulged by unruly behaviour. No student is allowed to loiter outside the classroom or anywhere in the college premises during class hours. (In case any teacher is absent, the students are advised to spend the time in the library or in the common room). Violence, grouping, class clashes etc., should not be encouraged by the students. Outsiders are strictly prohibited inside the college premises during college hours. However, In case of urgent business, prior permission of the Principal must be taken. Smoking, taking drugs, alcoholic drinks, carrying of lethal weapons and bursting crackers are not allowed inside the college premises. Identity Card should be carried by the students always. Students must maintain decent and cordial relationship with the faculty and staff and amongst themselves. Do not stick any poster or scribble anything on the walls of the college building. Do not adopt malpractices in the examination hall. Maintain the sanctity of a co-educational college. Please Note: Students flouting the above rules will be suspended immediately and if found guilty, after due inquiry, will be dismissed from the college. The college, though not responsible for the conduct of the students outside the college premises will take cognizance of any serious misconduct.</p>
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7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
NA	NA	NA

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Students, staff using Bicycles and Public Transport
- Pedestrian friendly roads
- Plastic-free campus
- Green landscaping with trees and plants
- restricted entry of automobiles

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

Practice-I: Weather Station

A Weather Station is a place where facts about the weather are recorded and studied. In this Mahavidyalaya we have a small weather station. This station has the following instruments:

1. Thermometer: for measuring air and sea surface temperature.
2. Barometer: for measuring atmospheric pressure.

3. Hygrometer: for measuring humidity.
4. Anemometer: for measuring wind speed.
5. Rain gauge: for measuring liquid precipitation over a set period of time.

Advantages of having a weather station:

There are many people who get benefited from the weather station. This weather station actually accessible to any person and help them to handle possible applications related to the weather station actually does get increases. Weather station also benefits an amateur meteorologist so that the person can effectively able to keep an eye about the data. Weather station also enables people to get real-time information. This will help us to get protected from adverse weather.

Practice-II: Herbal Plantation

Every herbal plant has its own specific use for the production of specific drugs from specific herb. India has often been referred to as the Medical Garden of the World as people of our country have been keeping faith on the power of Ayurveda and have been using herbal plants to combat diseases in natural way from time immemorial. To promote widespread interest in shifting synthetic to natural way of remedy in health issues the IQAC of our college had a plan to make an Herbal Plantation in the college campus. Some trees of medical values were planted in clay tubs and a mini garden was made with those tubs. The gardener of the college looks after the trees.

Teachers sometimes visit the garden with students and make them acquainted with the values and importance of medical plants. People from the locality get benefitted by using these herbal plants when they require. The IQAC has intentions to enlarge the garden in future. Our garden is enriched with the following herbal plants:

1. Kule khara 2. Gandha Vajali 3. Bish Hari 4. Nayan Tara 5. Keshari 6. Sushni Shak 7. Ahar / Airi 8. Pathar Kuchi 9. Bramhi Shak 10. Adaa 11. Rasun 12. Mouri 13. Jeera 14. Talmul 15. Rosemerry 16. Aswagandha (Withania somnifera) 17. Stevia 18. Jaba (China Rose) 19. Alloyverra 20. Elaichi (Cardamom) 21. Pudina (Mint) 22. Curry Leaf 23. Dalchini (Cinnamon) 24. Swet Akanda (crown flower) 25. Labanga (Cloves) 26. Strawberry 27. Meat Mashala 28. Dragon Fruit 29. Rangana 30. Kaju Badam (Pee nut) 31. Kath Badam (Vermicelli almond) 32. Jhau Gaach (Tamarix dioica) 33. Angur (Grapes) 34. Chandan (sandal wood) 35. Mousanda flower 36. Supari (Hybreed).

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

Institutional Distinctiveness

Ours is a college situated in a minority based area. Our college is established in the 2001. Within a very short span the college has become a key institution of this rural area. The role of the institution is very vibrant for spreading education in this locality. Previously it was very difficult for girl's students of this vast locality surrounding Bangalji Village to take the opportunity of higher education. Particularly in this minority-based area the girls students faced severe problems from their family because of their ignorance.

After the establishment of this college these girls students of this area have been benefited by getting the advantage of higher education. The Percentage of girl's students is remarkable in this college for this very reason. Many students of this institution are first generation learners. From the very beginning of establishment the college has served the purpose of bringing out the minority girls student in the light of education. This may be designated as the most distinctive feature of the college.

8. Future Plans of action for next academic year (500 words)

Installation of solar power.

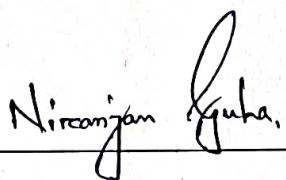
Rainwater harvesting Project.

Waste management system.

Name _____

Name DR. NIRANJAN GUHA

Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC
Principal
Chapra Bangalji Mahavidyalaya
Chapra, Nadia.
