SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

CHAPRA BANGALJHI MAHAVIDYALAYA

CHAPRA BANGALJHI MAHAVIDYALAYA P.O - BANGALJHI, P.S - CHAPRA
DISTRICT - NADIA, PIN - 741123 WEST BENGAL
741123
www.cbmahavidyalaya.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Chapra Bangaljhi Mahavidyalaya, affiliated to the University of Kalyani is a grant-in-aid college established on 18th September, 2001 in Chapra, Bangaljhi, imparts higher education at under graduate level mainly in arts stream. The institution nurtures all round development of the students from Chapra and its surrounding villages through academic and co-curricular activities.

The College has some dedicated set of teachers, able administrators over the years and has flourished not only to match the high standards of the University of Kalyani but also to set some standards of its own. The institution works with the motto "Learning Perfects Man" and tries to promote quality higher education along with value system in life to empower the students in their future.

The College has been prepared itself for the first cycle of assessment and accreditation of NAAC with enormous support from its stakeholders, guidance of the members of the governing body, faculties over the last couple of years. The self study report is an account of the objective of what the institution has been able to perform and achieve in these years.

We hope that the assessment by NAAC will provide us guidance regarding the shortcomings of the institution and help us in developing the college into an institution that advocates progressiveness.

Vision

The vision of Chapra Bangaljhi Mahavidyalaya is to

1. Prepare students to be capable of overcoming the challenges of life.
2. Establish in a students true sense of responsibility as a citizen of the nation.
3. Nurture the mentality, morality and spirituality of students for a better future of the nation.
4. Develop analytic, critical and independent thinking of the students.
5. Encourage students for innovation and discoveries in different fields of life.
6. Innovation of new and effective techniques of teaching methods.
7. Sustain a caring and supportive climate among the students coming from different backgrounds.
8. Enhance the effective and efficient management of the college.
9. Connect students' community to the society for better perceptions of society and its needs.
10. Make a student skillful to establish himself economically and socially.

Mission

The mission of the institution is to –

1. Provide the quality education to students.

2. Provide a learner centric education.
3. Create an environment of learning which is beyond the boundaries of class, caste, religion and gender.
4. Make the students aware of social and moral responsibilities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The Students get option to choose from a wide range of courses in arts faculty. The college is going to introduce courses of science stream very soon.
- Although the institution is situated in the village area of Chapra but well connected through roads and railways.Nearness of the sadar city Krishnanagar also facilitates placements of outgoing students.
- The Institution has well equipped infrastructured facilities.
- The college has experienced and qualified faculties who are dedicated to impart quality education.
- The teachers remain constantly in touch with the major and recent developments in the academic field and practice innovative teaching learning methods.
- The college promotes both co-curricular and extracurricular activities.
- Team work, effective administration policies, supportive management system helps the institution run smoothly.

Institutional Weakness

- Shortage of full time teachers results in poor student-teacher ratio.
- Shortage of adequate non teaching staff.
- The institution needs a computer laboratory to run those courses fully or partially dependent on computer.
- The institution needs to strengthen the Alumni Association.
- Career oriented programmes, Multi-Skill Development courses are needed to be introduced.

Institutional Opportunity

- The college considers the huge diversity of students as a major opportunity for the college to emerge as an institution promoting nationalism and global competence.
- An amount of Rs. 6 Crores (approx) has been sanctioned by the Minority Affairs (DOMA Section), Government of West Bengal for the Annex Building. It will be a great opportunity to the students for new courses in UG and PG.
- An amount of Rs. 10,00,000/- (approx) has been sanctioned by the Government of West Bengal for the establishment of Gymnasium. It will be a great opportunity to promote the health consciousness among the students and staffs.

- Newly establishing auditorium will be a great opportunity for the enhancing the cultural ambience of the student and also useful for the various academic discourses like seminar, symposium, conferences etc.

Institutional Challenge

- The college being located in a district which has been enlisted as backward both in the reports of State and Central Government, a huge section of the students of the college hail from a poor to very poor background. These students mostly belong to the Minority, scheduled castes, and Other Backward Classes category. Most of the students are first-generation learners. As such, the college faces a huge challenge in uplifting these students to the main stream of the society.
- The number of female students in the institution is quite high; these girls, hailing mostly from financially weaker sections of the society. They are found to be lacking in confidence, shy and lack decision making ability. The college faces the challenge of transforming these girls into responsible citizens who can match shoulder to shoulder with the boys in the three years of their academic life.
- In these endeavors, of the college the student-teacher ratio is a major challenge. However, the recruitment of Full-Time Teachers is beyond the capacity of the Governing Body of the college.
- The college has already taken up the challenge of fully implementing e-governance in every aspect of administration and moving towards paperless administration.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institute has larger mission and the broader vision that defines the purpose of implementing quality higher education. The college started with five subjects in general course and gradually according to the need and feedback of the students nine course in honours and general (Bengali, English, Education, Political Science, History, Geography, Philosophy, Sociology and Sanskrit) including general course in Physical Education were introduced. The institution offers these honours and general courses in different arts subjects in undergraduate level that benefit the students of the immediate area in shaping their career and enable them to become educated and responsible citizens.

Though the college need to introduce various career oriented courses, Multi Skill Development courses etc., however it tries to organize a number of seminars, workshop throughout the academic year. The teachers are always concerned of using learner centric method and special lectures, debates, discussions are meticulously planned to ensure the best education. As the institution is affiliated under University of Kalyani it has no stake in designing the curriculum. So, every year an academic calendar is made to meet the time schedule set by the University.

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.

Teaching-learning and Evaluation

The institution is well connected with surrounding village areas by road and it offers the undergraduate degree in arts subjects to the students of diverse socio-economic and community backgrounds who want to attain the goal of higher education. Every academic year around 2000 students apply for admission in honours and general subjects. In keeping with the mission and vision of the institution it has adopted an online merit based admission system ensures transparency, objectivity and precision besides promoting paperless governance.

There are six permanent teaching faculties and the college management has also appointed guest and contractual faculties. Among them three possess doctorate degree and five possess M.Phil. Five of the teachers are presently pursuing their doctorate degrees. Teachers are continually engaged in the process of ensuring the best education for the students.

The teaching methodology is enriches through effective use of experimental and participative learning like project work, seminar presentation, group discussion, ICT based classes. Remedial coaching are given to the slow learners.

The regulations of the university are strictly followed regarding the evaluation process. The performance of the students is closely monitored by conducting class tests, annual tests and internal evaluation system at regular basis. The performance of the students in the university examination is praiseworthy.

Research, Innovations and Extension

The institution admits the value of research in the overall academic environment of the college. But as an undergraduate affiliated institution it takes the opportunity of learning a centre for active research. Hence, the institution encourages its teachers to undertake research project and complete their doctoral thesis. The college provides an ambience of conductive research actives with well stocked central library and a separate reading room namely EPW specially made for research works situated in the central library. In the previous five years, one teacher has completed his doctorate and three teachers have completed M.Phil. Most of the teachers attend orientation and refresher courses on a regular basis.

Infrastructure and Learning Resources

The college provides adequate infrastructure facilities both for academic and extra-curricular sphere. Beside a three storied arts building a new science building is being established. Every department has a spacious classroom and a departmental library to which the students and staffs have full access. There is a smart classroom for ICT based classes. The departments Geography has a well-equipped laboratory and a weather station.

The central library of the college is adequately resourced with textbook, reference book, rare book and journal etc. The library provides digitized access and books and e-journals. The college has Wi-Fi facility which is used effectively by the faculty, staff and students of the college.

The campus has an extensive playground and its surrounding is well decorated with greenery. An open stage namely 'LALAN MANCH' is in the campus where various programmes are performed.

The college also offers facility of hygienic canteen, a books shop with Xerox facility, a medical room, separate common rooms for boys and girls, parking for staff and students, a number of wash room, purified drinking

water etc. The entire campus is under CCTV surveillance which ensures security and safety.

The college along with the students union organizes sports and cultural activities throughout the year.

Student Support and Progression

The college extends support, in every form possible, to the students. Financial support is extended to the students inform of freeship at the beginning of every academic session. Govt. scholarships to the Minority, SC, and ST are extended to the college students. The college takes special efforts to ensure that the female students receive support through **'Kanyashree'** scheme of the government of West Bengal. Besides, the college awards prizes, medals to students of extraordinary merit in sports and cultural activities.

The college allocates a special fund at the beginning of every academic session for the students' council to utilize it for the benefit of the students.

Around 100-200 students, every year, upgrade to different programmes. The percentage of progression of students from UG to PG in the previous session is 24% which is higher than the average percentage of progression of the State.

Students across different programme regularly participate in the sports & cultural activities of the college and beyond. The college has been regularly producing students of extraordinary merit in extracurricular activities.

The alumni of the college are one of its most important assets. The college alumni remain engaged with the college throughout the year. The alumni help the college by providing important feedback, organizing placement awareness camps etc.

Governance, Leadership and Management

The institution appreciates decentralized and participative governance policies. Keeping this vision in mind opinions and ideas and strategic plans are encouraged form all concerned. These ideas are properly channelized through different sub-committees of the institutions to the principal and the governing body for their implementation.

The institution strictly follows the rules and regulation of the government to recruit eligible faculties and the IQAC has the change to supervise the upgrading of competency of the teachers. Teachers are always encouraged to participate in career development programme and research works.

The college takes care of optimal utilization of financial resources through audits in every year. Finance and Purchase Committee with the supervision of Bursar and cashier recommends an annual budget for academic and administrative activities.

The IQAC Carry through the responsibility of identifying the areas of progress and maintaining quality policy by suggesting various measures and ravines for attaining academic excellence.

Institutional Values and Best Practices

The institution recognizes its responsibility towards the larger society. Consequently, it attempts to install within its students the values of knowledge, wisdom, self-knowledge, humility, reverence, pursuit of excellence and solidarity which are also the core values of the institution.

Promoting gender equity is one of the key concerns of the institution. To this end the institution has adopted various measures, like-fostering a gender-sensitive campus, adopting a policy of zero tolerance towards any incidents of gender insensitivity or repression, providing space and freedom for members of all and every gender with reference to separate physical facilities, equal scope and opportunities prioritizing girls to build leadership ability etc. These policies are actuated through the Gender Sensitization Cell and Cell against Sexual Harassment.

The college is distinct in its sustained effort to maintain a healthy, pollution free environment and promote means to ensure environmental consciousness in its surroundings and beyond. The college, in the recent years, has declared its campus to be Tobacco-Free and Plastic-Free. The college has a stated code of ethics which has been put up in the college website. The faculty, staff and students of the college are required to follow the code of ethics rigorously.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	CHAPRA BANGALJHI MAHAVIDYALAYA
Address	Chapra Bangaljhi Mahavidyalaya P.O - Bangaljhi, P.S - Chapra District - Nadia, PIN - 741123 West Bengal
City	CHAPRA
State	West Bengal
Pin	741123
Website	www.cbmahavidyalaya.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Niranjan Guha	03474-271108	9434244612	-	cbmnaac2018@gmail.com
IQAC / CIQA coordinator	Gargi Sengupta	-	7797598879	-	gargisengupta.cbm@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	18-09-2001

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
West Bengal	University of Kalyani	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	25-05-2012	View Document
12B of UGC	25-05-2012	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	Chapra Bangaljhi Mahavidyalaya P.O - Bangaljhi, P.S - Chapra District - Nadia, PIN - 741123 West Bengal	Rural	4.1	10299.04

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	Higher Secondary or Equivalent	Bengali	1447	1176
UG	BA,Bengali	36	Higher Secondary or Equivalent	Bengali	93	70
UG	BA,English	36	Higher Secondary or Equivalent	English,Bengali	1447	26
UG	BA,English	36	Higher Secondary or Equivalent	English,Bengali	51	20
UG	BA,History	36	Higher Secondary or Equivalent	English,Bengali	73	59
UG	BA,History	36	Higher Secondary or Equivalent	English,Bengali	1447	913
UG	BA,Geography	36	Higher Secondary or Equivalent	English,Bengali	118	38
UG	BA,Geography	36	Higher Secondary or Equivalent	English,Bengali	56	41

UG	BA,Sociology	36	Higher Secondary or Equivalent	English,Bengali	1447	186
UG	BA,Sociology	36	Higher Secondary or Equivalent	English,Bengali	30	11
UG	BA,Sanskrit	36	Higher Secondary or Equivalent	Bengali,Sanskrit	1447	34
UG	BA,Sanskrit	36	Higher Secondary or Equivalent	Bengali,Sanskrit	38	22
UG	BA,Political Science	36	Higher Secondary or Equivalent	English,Bengali	1447	769
UG	BA,Political Science	36	Higher Secondary or Equivalent	English,Bengali	56	38
UG	BA,Education	36	Higher Secondary or Equivalent	English,Bengali	30	20
UG	BA,Education	36	Higher Secondary or Equivalent	English,Bengali	290	230
UG	BA,Philosophy	36	Higher Secondary or Equivalent	English,Bengali	1447	163
UG	BA,Philosophy	36	Higher Secondary or Equivalent	English,Bengali	38	22
UG	BA,Physical Education	36	Higher Secondary or Equivalent	English,Bengali	118	98

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				0				7
Recruited	1	0	0	1	0	0	0	0	3	3	0	6
Yet to Recruit				0				0				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				26
Recruited	0	0	0	0	0	0	0	0	20	6	0	26
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	8	0	0	8
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	3	2	0	5
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.	1	0	0	0	0	0	1	1	0	3
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	1	2	0	3

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	1	0	0	1
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	4	4	0	8

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	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	3	0	9

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	5	0	0	5

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
UG	Male	699	0	0	0	699
	Female	780	0	0	0	780
	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	105	85	83	79
	Female	75	93	47	46
	Others	0	0	0	0
ST	Male	1	4	0	2
	Female	0	4	0	0
	Others	0	0	0	0
OBC	Male	117	167	166	131
	Female	110	158	159	194
	Others	0	0	0	0
General	Male	401	422	507	487
	Female	418	399	535	540
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1227	1332	1497	1479

3. Extended Profile

3.1 Program

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

Response: 684

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	19	19	19	17

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4997	2578	3028	2282	4380

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

2017-18	2016-17	2015-16	2014-15	2013-14
860	860	860	681	312

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
458	515	523	466	379

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

2017-18	2016-17	2015-16	2014-15	2013-14
07	07	02	03	03

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
08	08	08	08	08

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 21

Number of computers

Response: 15

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

2017-18	2016-17	2015-16	2014-15	2013-14
54.86202	61.95579	49.61740	67.06955	111.8155

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:

Imparting quality education and successful implementation of curriculum by utilizing the resource potentiality of the institution are the ultimate goals of Chapra Bangaljhi Mahavidyalaya. Following measures are taken to execute the objective effectively:

Academic calendar: At the beginning of every academic year the academic committee of the college prepares an annual calendar as per the academic schedule of the University of Kalyani. The committee forwards the blueprint to the governing body through the Principal and after the approval of the G.B. the calendar is finalised in the college website before the commencement of that academic year.

Before commencement of every academic session the routine sub- committee makes a blue print of the master routine for B.A. (Honours/ General) courses including theoretical, practical, tutorial, library classes which ensures coverage of whole curriculum. After a thorough scrutiny by the Principal, final master routine for the session is prepared. Every Head of the Department prepares Departmental routine following the master routine.

Distribution of the Syllabus: Every Department in Charge distributes syllabus among the faculty members following the decision taken in Departmental routine and syllabus distribution are published on the notice boards of the respective Departments for the convenience of the students. The progress of the syllabus covered is monitored by the Departmental Head regularly.

Teaching Strategy: The faculty members enjoy the liberty of choosing any kind of teaching method they prefer. The institution imposes no particular rules for teaching strategy. 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 methods. Teachers from neighbouring college are often invited to delivering lectures on same important topics. Students are persuaded to access library facility regularly for their academic development.

The progress of the students: Faculty members of every Department under the supervision of academic committee monitor the progress of the students. Class tests, internal tests, annual tests are arranged at regular interval to evaluate academic advancement of the students.

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

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

Response: 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	0	0	0

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)
Any additional information	[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: 10.53

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

Response: 2

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Details of the new courses introduced	[View Document](#)

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

Response: 0

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

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)

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: 0.32

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

2017-18	2016-17	2015-16	2014-15	2013-14
52	15	0	0	0

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

Chapra Bangaljhi Mahavidyalaya is in a process of continuous analyses of best methods and practices so as to integrate different cross-cutting issues into the curricula set by the University of Kalyani.

Gender:

To make gender perspective become critically unveiled liberally connoted and understood by the students, the courses in literature are instructed distinctively. The social science course emphasizes an inculcating gender perspective with significant priority.

Recent and historic movements, events and developments related to gender are circumstantially discussed is accordance to the syllabus.

Specially scheduled departmental seminars and lectures by eminent academicians of various subjects are conducted in view of increasing gender awareness, exploitation and sensuality. The Moto of these discussions is to spread scientific understanding among the students regarding the issues related to gender politics across the world.

Environment and sustainability:

The curriculum of the under graduation programme (both honours and general) consists of a compulsory paper an environmental studies. Room for effective socio-environmental. Interaction is propagated and students participate in it to submit report of survey based studies an environmental.

Topic on environment and sustainability are minute by discussed using updated materials in ICT based in the department of geography and Sociology.

Environment together with its impact, exploitation and prevention is discussed in literature classes. Special mention is given on how world literary personalities have expressed their works.

Besides teaching environmental studies in under-graduate level with help of modern materials and ICT, discussion on issues and movement related to the environment, its degradation and recovery is encouraged with utter importance.

Human Values and professional Ethics:

Human values are kept in the focus while instructing class on deferent subject and topics. Human rights, public welfare policies, secularism, National Integrity and unity, Good Governance are included in the curriculum of Sociology, Political Science and History.

In order to build sense of values and respect for every individual, seminars and lectures are organized based on human right, anti-ragging campaign, right to information etc.

Different department and NSS unit of the institution are engaged in social awareness programme like spreading literacy, awareness of superstitions, awareness of cleanliness, save drinking water and numerous other social problems as an initiative to promote social extension activities.

Poachers always give effort to inculcate responsibility, rationality, humanity in the students so that they could be accountable to the society in future.

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

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

Response: 4

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

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 0.48

1.3.3.1 Number of students undertaking field projects or internships

Response: 24

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

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: B.Any 3 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

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: B. Feedback collected, analysed and action has been taken

File Description	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

2017-18	2016-17	2015-16	2014-15	2013-14
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: 79.31

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

2017-18	2016-17	2015-16	2014-15	2013-14
1479	1497	1332	1227	1002

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

2017-18	2016-17	2015-16	2014-15	2013-14
1912	1912	1912	1512	1112

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: 58.36

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

2017-18	2016-17	2015-16	2014-15	2013-14
452	455	511	408	209

File Description	Document
Institutional data in prescribed format	[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 administration of the institution provides priority to make greater provision for student-teacher interaction. A continuous evaluation process of question answer, class test, seminars, assignments, group discussion are arranged in order to identify slow learners and advanced learners.
- Slow learners are provided proper exposure and amenities of tutorial classes subsequent to their identification by interaction method and continuous evaluation.
- The institution schemes pathways for originative engagement and academic engagement for the advanced learners.
- Advanced learners are encouraged to prepare for higher studies, participate in research works and paper presentations which elicits self-reflection among advanced learners.
- Advanced learners are assigned with anchor activities such as student mentoring and remedial instruction.
- Special classes, tutorials are conducted on a planned basis as a part of remedial instruction for the slow learners in different departments.
- Both advanced and slow learners inclusively encouraged to participate in different seminars, paper presentation, youth parliament, inter-college debate etc. every department through a combination of academic and co-curricular activities intend to optimize the potentiality of slow and advanced learners.

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

2.2.2 Student - Full time teacher ratio

Response: 713.86

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.08

2.2.3.1 Number of differently abled students on rolls

Response: 4

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this 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:

Chapra Bangaljhi Mahavidyalaya is making earnest endeavors to establish students as the central force of the whole teaching process.

Methodologies:

Experiential learning is any learning favours students in applying their own knowledge, concepts of real world problems or authentic situation with instructor as a facilitator. Integrating experimental learning into content courses provides opportunity for students to practice and to develop intellectually creatively, emotionally, socially and physically with resilience, tenacity, curiosity and self-direction.

Faculty of Humanities:

The faculty of Arts adopt the experimental teaching learning methods which includes :

- Students are provided with topics on relevant issues varying from social to environmental issues to prepare project.
- Various departments of the institution conduct quantitative and qualitative surveys in the neighboring areas to provide practical knowledge and awareness of social diversity, problems and needs.

- Films and audiovisuals are shown so that the students may voice their opinion to be assessed by the teachers.
- Laboratory work.
- Quiz, Debates, Extempore in classroom.
- Students are encouraged to take part in theaters, recitations which provide them broader perception of their syllabus.
- Field study which includes pre-field, field-work and post field evaluation.
- Some departments arrange excursion so that students can relate their knowledge with nature and real life situations.
- Besides, teachers always give efforts to their best to make interactive classes so that students feel free to ask their doubts. Teachers also remain available outside the classroom for the students.

File Description	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: 14.29

2.3.2.1 Number of teachers using ICT

Response: 1

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: 999.4

2.3.3.1 Number of mentors

Response: 5

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

2.3.4 Innovation and creativity in teaching-learning

Response:

The institution incorporated various innovative and creative teaching learning methodologies so that the learning experience of the students becomes more comprehensive, sustainable and contributory to the outer world.

• Teachers prepare the handout, according to their course content. And they distribute these in the classroom among the students.

• Teachers use ICT optimally

• The institution has one smart classroom for presenting audio-visual materials to increase the interest and comprehension of students.

• At the end of a class and at the end of each unit, teachers present questionnaire for open discussion among the students.

• Teachers also utilize the visual medium of teaching among the available resources in the institution

• Special lectures by experts from various fields are arranged by the teachers according to the need of the students.

• Students across all disciplines are encouraged to participate in excursions and extension activities as part of their academic career.

2.4 Teacher Profile and Quality

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

Response: 55

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
Any additional information	View Document

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

Response: 48.1

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	2	2

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: 5.86

2.4.3.1 Total experience of full-time teachers

Response: 41

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

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 tuitions, suggestive learning. Therefore, the institution, within limited capacity initiated continuous internal evaluation system to encourage students to express their ownness 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 center atmosphere
- The questions are set in a manner so as to encourage students to write creative yet specific answers;
- Innovative methods-like dissertation, extempore, theatric presentation, mock-teaching by students- are adopted by different departments to keep the entire process interesting and student-friendly; Evaluation 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 Redressal Cell who redress the issue in consultation with the teachers of the department. However, there is yet to be a case where a student's grievance had to be taken to the Grievance Redressal Cell.

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:

Mechanism of Internal Assessment is transparent and robust in terms of frequency and variety. The mechanism developed for the purpose of Internal Examination is as under:

- The examination sub-committee of the institution maintains the responsibility conducting internal evaluation in due time.
- After a formal meeting the committee decides the dates of examination and then the decision is circulated to the departments through notice issued by the authority.
- The departments then perform the duty of preparing questions, invigilation, checking the answer scripts etc.

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:

We believe that the primary objective of the continuous Internal Evaluation will weaken if we fail to keep the mechanism to deal with examination-related grievances transparent, time-bound and efficient. Hence the college has formed a grievance redressal cell which looks into all examination related grievances. The cell, however, only comes into question if the department fails to redress the grievances of the students. The names of the members of the cell are put up in the notice book so that the cell remains easily accessible. Additionally, the teachers of the department are asked to convey to the students the names and contacts of the cell. The students' council, too, takes an active role in this regard. The class representatives aware the students about the cell and organize the grievances and help the students in approaching the teachers.

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

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

Response:

- 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. The pre-university test

examination is held in the month of February every year for the Part I, Part II & part III examinees.

- 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 on website and communicated to teachers and students

Response:

After successful completion of the three-year B.A. (Honours) degree program in **each subject,** students should be able to achieve the following outcomes:

BENGALI

PSO:

- Develop a strong concept of linguistics, history of old, medieval and modern Bengali literature.
- Students are enabled to transfer and apply the acquired concepts and principles to study different branches of Bengali literature that is fiction, short story, essay and poetry.

CO:

- Develop ideas on History of Bengali literature and linguistics. ·
- Increase conception of Bengali fiction and short story, essay and novel.

EDUCATION

PSO:

- Concept and nature of different forms of Education.
- State the meaning of Philosophical, Psychological and Sociological aspect of foundation in Education

CO:

- EducationDiscuss the meaning, nature, scope, and aims of education.
- Explain the factors of education and their relationships.

ENGLISH

PSO:

- Creates a profound knowledge of Indian Classical Literature , European Classical Literature ,Indian

Writing in English.

- Helps in conceiving a sound knowledge on English Literature from14th centuries to Post-Modern Period

CO:

- Focusing on Indian, American and European Classical Literature

- Explores Indian Writing in English

GEOGRAPHY

PSO:

- The base of geographical knowledge hinged on physical geography.
- This programme also includes the human geography part namely Social, Cultural and population geography

CO:

- Enhancing knowledge on Earth's Surface Process and Resultant Landforms.

- Conceptualize land as a productive unit and ecological processes for better understanding the man-environment relationship.

POLITICAL SCIENCE

PSO:

- Enables the students to understand the basic difference between political theory and thought.

- Makes them aware about international relations.

CO:

- Develop ideas of political theory, ideologies and thoughts.
- Understanding of constitutional systems of select countries in the world.

SOCIOLOGY

PSO:

- The study of Sociology offers students the opportunity to develop a critical understanding of social processes and structures.
- The methods and knowledge developed by sociologists reflect the complexity of human organization, social life, inequalities and social justice.

CO:

- Develop conceptual knowledge about the sociological thought and theory.
- Understanding and applying Sociological Research Methodology towards conceptualizing and operationalizing social issues.

PHILOSOPHY

PSO:

- The essence of Philosophy and its very meaning.
- The value and utility of Philosophy in various fields of life and social arena.

CO:

- Discuss the meaning, nature and scope of Philosophy.
- Explain the factors of Philosophy and their relationships.

HISTORY

PSO:

- Develop a strong foundation of Historical Idea and its scope, nature and relationship with other social sciences.
- Build a concept of Historical study in India and the study of Indian historical writings and its contribution to Indian Culture and Society.

CO:

- Understand the Social formation,economic structure and cultural patterns of Ancient India.

- Develop the Conception of Pre-Modern Europe:the transition period,Renaissance,Reformation

  Movements, Absolute State,price revolution.

SANSKRIT

PSO:

- Develop a strong concept of linguistics, history of Vedic and Classical Sanskrit literature.
- Make the Students able to understand the grammar of Language so that a student may be able to express one's emotions perfectly.

CO:

- Develop ideas on History of Sanskrit Literature and linguistics.
- Increase conception of Sanskrit fiction and non-fiction.

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 Institution has skillfully adopted various unmistakable methods of measuring PSOs and COs.

Continuous evaluation: Students of all departments take class tests, internal evaluation and pre-final tests. The class tests are designed to enhance the aptitude of reading the courses of the concerned syllabus and the pre-final examination tests enhance the skill of building argumentative acumen of the learners.

Tutorials and Assignments: The introduction of tutorials has created the possibility of a more personal and close interaction between the learners and the teachers. This process, however, is implemented in concurrence with the specialization of the concerned teacher. The method of home assignment apparently gives more freedom to the students. It helps them to gather ideas from different media and sources and finally collate into one coherent thought.

Viva-voce, seminars and extra-curricular activities: The viva-voce and seminars in all subjects are arranged for measuring attainments of PSOs and COs, enhance the skill of presentation among learners. This is further nurtured by encouraging the students to participate in the quiz, debate competitions, and extempore regularly held in the college.

Project work: Project work helps the students to acquire the basic idea of research in academics, they might be engaged in future. Hands-on training and manuscript drafting exercises allow examiners to evaluate the critical thinking abilities of the students.

Student/ Alumni Feedback: The institutional infrastructure and human resources are vital necessities towards the achievement of the desired outcome. The institution seeks constant feedback from past and present students and other stakeholders to assess the quality of resources so that the desired outcome is accomplished with optimum success.

Level of attainment: All such efforts, therefore, mature into a good academic productivity by the learners of the institution. The college bears evidence of the gradual improvement of the overall output of the

students. Hence, it can be inferred that there is a remarkable up rise in the pass percentage of students which serves as an indicator of the extent of attainment of the anticipated outcome. Once passed their final examination, the learners of this college are absorbed in different private and public sectors. A large section of the qualified students, however, take admission in the Master's Degree from the concerned affiliating University and other universities in the state and the country.

2.6.3 Average pass percentage of Students

Response: 85.81

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

Response: 393

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

Response: 458

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: 3.21

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)

2017-18	2016-17	2015-16	2014-15	2013-14
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: 1

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 college motivates the students to prepare wall-papers, posters, exhibits to transfer the knowledge on recent issues. College subscribes to e-journals and other online resources. College also arranges study tours to impart subject knowledge to the students. College has various soft skill development program for students which improves their communicative abilities. There is no separate incubation centre but college provides e-resources through N-List. The faculty members are empowered to take up research activities utilizing the existing facilities.

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

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during the last 5 years	[View Document](#)
Any additional information	[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: Yes

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

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

Response: No

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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: 6.14

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	9	9	1	2

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:

Chapra Bangaljhi Mahavidyalaya is situated in the remote area of Nadia district. The area has basically agrarian economy and most of the students coming to this college are first generation learners. The rural context of the college cannot be ignored. Furthermore a major portion of the students are minorities. The gross rural population of Nadia is 77.36% and is backward in different aspects. The institution is endeavoring to eradicate these regressions by organizing different extension activities in its surrounding areas.

The college carries out its extension activities through two organs--its departments and the NSS unit. The

Students' Council helps in carrying out these extension activities. This process allows the college to involve the students extensively in these activities. The students, thus, have gradually become aware of the social reality around them and by taking an active part in these activities learned the value of co-operation, solidarity, responsibility. These activities have also allowed the students to develop leadership ability and communicative competence.

In the last academic session (2017-18), the departments have carried out 9 extension activities-.

The Department of Education has organized an Awareness Program on child education to minimize the rate of school drop-out.

The Department of Bengali and the Department of English organized cleaning operation programme with the help of local community and Campus maintaining Cell of the college.

The Department of Geography has also done Awareness Programme on pollution-free Environment.

The Department of Sanskrit has organized Health awareness camps and Health check-up camps on a regular basis.

The Department of English has conducted workshops on Skill Development Programme like Spoken English and communicative English.

The Department of Political Science organized awareness programme on Gender Sensitization on Women's day.

The Department of Sociology has organized awareness programme on Child Marriage.

The Department of History has organized Geometry Box distribution in the remote area.

The Department of Philosophy organized awareness programme on Child Nutrition and Child Labour.

The IQAC and NSS, Chapra Bangaljhi Mahavidyalaya is also striving continuously to communicate with and bring about a change in the quality of living in the neighboring community. Over the last five year, the NSS unit has carried out various extension activities.

File Description	Document
Any additional information	[View Document](View%20Document)

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[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: 13

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	2	2	2

File Description	Document
Reports of the event organized	[View 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: 5.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
353	172	126	122	120

File Description	Document
Report of the event	[View Document]
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document]
Any additional information	[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: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	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)

2017-18	2016-17	2015-16	2014-15	2013-14
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

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 four storeyed college building of Chapra Bangaljhi Mahavidyalaya has adequate teaching learning resources which have been gradually augmented year wise, in order to meet the needs of the growing number of students. In total, 24 classrooms (each with seat capacity 40 and above) blackboards, teacher's table and student's desks, 2nd and 3rd floors is skillfully allocated to run theoretical and practical classes of all subjects simultaneously. This is done following a weekly routine which has extended the class hours to disperse the B.A. general and Honours course (Of remaining streams) so as to diffuse the present load of 3047 students for most effective and balanced utilization of resources.

In terms of computing equipments, this college has 17 desktops, 02 LCD projectors, 07 printers with scanners. Besides that, the power point presentation, demonstration and documentation lectures providing to the students for their educational upliftment. We are gradually trying to move the students towards soft copy teaching materials by distributing this over email via college Wifi network.

Besides the central library, all the departmental libraries have started collecting books for regular use. The central library has a well off stock of Basic and Advanced level and Research oriented text books, each in multiple copies under '*reference*' and '*issue*' categories to be used by students and faculty members.

Finally this college takes pride in having a technology enhanced smart class room allowing audio visual interpretation of the lecture which is often more appealing. This makes far greater impact on the learning abilities of students. This ensures better participation offering Varity of opportunities for students to enhance their performance.

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

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

Response:

The institution, in keeping with its mission and vision, acknowledges the role and significance of sports and cultural activities in the overall character building process of the students. Hence, the college encourages its students to participate in sports and cultural activities around the year. The college also encourages its students to participate in inter-college, district, state and national level sports and cultural meet to foster feelings of co-operation and fraternity.

To provide the students with a place to organize this activity the college has set up an auditorium and an open air stage called the '*Lalan Mancha*'. The open air stage gives students liberty to perform in the open air. Besides, the larger classroom is used to organized impulsive performance and cultural activities to engage students' experiential learning.

Cultural Activities:

- A Fresher's welcome, an annual cultural function and youth parliament competitions are held every year.
- '*Antarjatik Bhasha Divas'* is celebrated by the students and teachers on 21st February every year.

- *International Woman's day* is celebrated on 22nd March with awareness building skit, Shrutinatok etc.
- *World Environment day* is celebrated on 5th June with the awareness of tree plantation and action for the protection of our environment.
- '*Pochise Baishakh' (25th Baishakh)* and '*Baishe Shraban'(22nd shraban)* and Vidhyasagar Birthday (26th September) are celebrated with much ordeal among the students. The events are marked by recitation, songs and dance, drama of 'Kabiguru Rabindranath Tagore'.

Besides, other auspicious days like the Independence Day, Republic Day, Teachers' Day, Swaraswati puja, Basanto utsab and other significant dates / events associated with great personalities are also celebrated with due respect and veneration.

To organize these cultural activities the college has dedicated space which is 'Lalan Mancha' open air stage and auditorium with and apex area of 400 sq ft. (Established year- 2010)

Sports Activities:

- There are boys' and girls' common room where the students of the college regularly play carom.
- An annual sports competition is held every year during winter (mid of January). The annual sport is held on a college ground. The college is motivated hard to arrange for a ground of its own where athletic events can be arranged adequately.
- The college has arranged *District Sports* which was held on last year 2018 by the instruction of DPI, West Bengal.

The Following facilities are used by the students for sports and games activities:

1. Common Room (Boys): (year of beginning 2006) with an approx area 1080 sqft and daily used by the 100 students. The rooms equipped with indoor game facilities such as carom.
2. Common Room (girls): (year of beginning 2004) with an approx area 560 sqft and daily used by the 80 students. The rooms equipped with indoor game facilities such as carom.
3. **Ground**: Our college ground has 30980 sqft (included first floor, second floor and third floor) area with outdoor games facilities such as volley ball and badminton.

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

Response: 0

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 31.82

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	3.16	35.60	45.90	15.44

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

 Library is known as the heart of any academic intuition. It is the powerhouses which has various sources of information through which knowledge is expanded. Keeping in mind this fact, the central library of Chapra Bangaljhi Mahavidhyalaya has been improved and transformed from a manual library to an automated one. Our Library is equiped with reading room facility. There is also a corner for outside research scholar. Hence it ensures that the library is adequately resourced with text books, reference books, rare books and journal etc.

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

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

Response:

Collection of rare books from a variety of discipline makes a library enrich. The Central library of Chapra Bangaljhi Mahavidyalaya has around nineteen rare books on different subjects. The collection of books published that dates back to 19th century. The list of books in collection of college has been provided as an additional document attached with this section. Faculty and students are engaged in collecting the rare books from various sources. Rare books consist of the subjects namely - Bengali, Political Science and History.

File Description	Document
Link for 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: C. Any 2 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: 1.54

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0.16	6.25	0.84	0.47

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: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 0.6

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

Response: 30

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 college has one computer area along with geography department with basic equipped. This lab is mainly used for practical based subjects. There are about 10 computers to run with high speed of internet facilities and the latest multimedia and programming software.

The major area of the campus is Wi-Fi facilitate for *anytime anywhere* access with high speed internet

connection to allow the students to access the internet wherever they are. The college has internet connectivity at the staff room and office with more than 5 Mbps dial up connection. The library has exclusive computers with internet connection to be used by students and teachers to look up the books that are available in the library.

HRMS (Human Resource Management System) regarding salary related matters of faculties and staff has been successfully implemented by the college and COSA (computerization of salary account) is used for timely preparation of salary bill and also view to building up a comprehensive data base. The office computer and IQAC room computer networking is done using LAN with BSNL broadband connection.

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 333.13

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: 5-20 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	View Document

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: 26.76

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)

2017-18	2016-17	2015-16	2014-15	2013-14
0	15.04475	5.06424	57.04424	25.08509

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)
Any additional information	[View Document](#)

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:

Sports facility

The college has own sport ground with natural grass with a 97×65 sq meter fully surrounded by a protective fencing. Among indoor game facilities the college possesses table tennis board, carom board etc. The college has a yoga centre that trains interested students.

Library

The central library and Departmental libraries of the college plays an important role in search of knowledge. The central library is situated in the college campus in a separate building. It occupies 2160 sq.ft. and can accommodate around 40 students in the reading room. In the 3rd floor of the library there is a PEW, occupying 375 sq.ft., a dedicated room for persons intending to do research work.

FEATURES :

- A digital catalogue.
- Free Wi-Fi.
- CCTV surveillance.
- Fire extinguishers.

LIBRARY STAFF: Hekmat Ali Mondal- Library Assistant (guest)

LIBRARY TIMINGS: Monday to Saturday – 10.00 am to 5.00 pm

Canteen

The canteen has been functioning efficiently in the college, provides the staffs and students tiffin, snacks,tea etc. The canteen and its surrounding are always kept clean and neat. Plastic bags are not allowed in the campus. The performance of canteen is monitored by the college canteen committee.

Classrooms

The college provides classrooms with adequate sitting arrangements, large black boards etc. Recently the college has set up a virtual classroom on ground floor. To adopt the new advance method of teaching, the institution has organized a workshop on ICT based classes which encourages the faculty members of the institution.

File Description	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: 8.06

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

2017-18	2016-17	2015-16	2014-15	2013-14
328	313	269	217	140

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](#)
Any additional information	[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: 11.01

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

2017-18	2016-17	2015-16	2014-15	2013-14
401	257	469	73	268

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[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: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]()
Any additional information	[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: 0.39

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

2017-18	2016-17	2015-16	2014-15	2013-14
52	23	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	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

2017-18	2016-17	2015-16	2014-15	2013-14
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

5.2 Student Progression

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

Response: 0.26

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	0	1	1

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

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

Response: 3.49

5.2.2.1 Number of outgoing students progressing to higher education

Response: 16

File Description	Document
Upload supporting data for student/alumni	[View 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: 40

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	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

2017-18	2016-17	2015-16	2014-15	2013-14
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:

The institution has an active Students' Council (Students' Union) since its inception. The Students' Council is a body of students duly elected from amongst the bonafide students of the college. The Students' Council is administered by the regulations laid down in the statute of the University of Kalyani which are regularly updated and modified. The Students' Council has a treasurer and its annual budget is presented to and approved by the administration. However, Teacher of the college oversees the financial activities of the Students' Council.

The Students' Council plays an active 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, carrom tournament. Besides, the Students Council organizes various activities to

promote social responsibilities of the students by organizing an annual Blood Donation Camp, extension activities in the neighboring communities etc.

The Students' Council also organizes several seminars throughout the year. The seminars are aimed to raise awareness of the students about the society around them. The senior students from the neighboring schools also participated in the event. The Students' council also 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, Swami Vivekananda etc. To foster communal harmony and integrity among the students Holi is celebrated with due respect and maîtriutsav 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.

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.

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

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

Response: 9

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	9	9	9

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[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 Association of Chapra Bangaljhi Mahavidyalaya is known as "Chapra Bangaljhi Mahavidyalaya Alumni Association". The permanent office of the Association is at the campus of Chapra Bangaljhi Mahavidyalaya, Bangaljhi, Nadia-741123. The association has applied for its registration and the Date of Application is 10.03.2019. The association has, in its first general meeting, has formed an Executive Committee with Eleven office bearers including many stakeholders like Principal, Ex-students of the college, college faculties and social workers. In its initial stages the committee has organized a few preparatory meetings.

Since its formation, the Alumni Association has been actively taking part in the overall well-being of the college. The Alumni Association has met with present students of different departments variously and through active interaction taken stock of the immediate conditions of the departments. The association has conveyed the essence of the meetings with the suggestions to the administration and assured the students of their co-operation wherever needed.

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
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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	0	0	0

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

1. Nature of Governance

- The college follows the principles of participative governance and transparency during the decision-making process.
- The members recommended by Teachers' Council are approved by the Governing Body and also ensures active participation in decision making process
- General Secretary of Students Union participates as the students representative in Governing Bod

- Full Time teachers, Part-Time teachers, College Management Contractual Teachers, Guest Teachers, Non-Teaching staffs are the members of different committees and sub-committees ensures active participation to help the Principal in decision making
- Meetings are conducted by the Principal with faculties and non-teaching staffs for better governance of the college.
- The governance of the college is enriched by broader perspectives of academia, society, and community through external members.
- The college authority stresses strict adherence to service rules and regulation and conduct but with humanitarian flexibility.
- Regular audits are held for maintaining fund transparency of the college.
- Healthy environment among administration exist through co-operation aiming to focus on mission and vision of the college.

2. Perspective Plans:

- Introduction of e-governance process for betterment of smooth functioning of administrative work
- To involve stakeholders of all levels more in the decision making process
- To encourage and appreciate innovative ideas for development of the college
- To encourage students for active participation in different activities of the college

3. Participation of Teachers in Decision Making Bodies

- Four teachers are governing body members at present
- Teachers participate in all committees and sub-committees actively
- Teachers provide supportive environment to students and encourage them to share their opinions
- Records of meeting held by different committees and sub-committees are kept properly and are channelized to the governing body through the principal
- The conveyer of different cells advice the Principal as appropriate.

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

6.1.2 The institution practices decentralization and participative management

Response:

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.

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

6.2 Strategy Development and Deployment

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

Response:

Most of the female students of our institution come from remote rural areas where women follow some myths and social taboos about menstruation. They lack awareness about menstrual health, face problems of adequate sanitation facilities and access to feminine hygiene products and use un-hygienic unsafe material during the menstrual period. Hence, our institution took an initiative to install an automated sanitary napkin vending machine to raise awareness and ensure menstrual health and hygiene of women and adolescence girls by ensuring availability of quality sanitary napkins. An automated sanitary napkins vending machine has been installed in the girls common room of our college aiming to benefit female students and a program was arranged on the same day by Kanyashree Club with the association of IQAC to spread awareness about the significance of using sanitary napkins during menstruation.

File Description	Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	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:

Organizational Structure

1.Governing Body

The highest authority of the College is the Governing Body. The President chairs all the Governing body. The Principal is one of the signatory official in cheques along with Dr. Monojit Roy, Principal, Barrackpore Surendranath College [Kalyani University Nominee] and Mrinal Kanti Tarafdar, Sabhapati, Chapra Panchayat Samiti [GB Member]

2. Administrative Setup

The Principal is the Head of Office, and is in overall charge of the administration of the College.

3. Functions of various Bodies

The college administration has formed various committees and sub-committees for better governance. The Principal administrates the college as per the policies formulated by the Governing Body and also keenly takes advices from various bodies, cells, Teachers Council, Students Union, Committees and Sub-Committees. The office is supervised by the Head Clerk and Head of the Department monitors departmental activities and arrange departmental meetings from time to time

4. Service rules

The powers and duties of the Principal are as per *The West Bengal College Teachers (Security of Service) Act*, 1975, *The West Bengal Universities And Colleges (Administration And Regulation) Act*, 2017, University of Kalyani's Statute on Governing Body, and on Teachers and Non-Teaching Staff, and relevant Government Orders. All employees of the College are also duty-bound by Professional Code of Ethics and Code of Conduct. The West Bengal Service Rules is followed for further reference and guidance.

5.Procedures

There is abundant scope for humanitarian flexibility in Administrative Procedures and Office Procedures followed by the college. A process of Indexed Record Numbering is there to maintain Files (Documents) and Registers and Assets.

The institution always ensures and encourages Administrative participation of all faculty members in different Committees, Sub-Committees, and Cells.

Transparency in Governance is ensured by the accessibility of Information to Stakeholders subject to official procedure. The College has *suomotu* disclosure u/s 4(1)(b) of RTI Act 2005 in College Website. The RTI Cell ensures adherence to RTI Act.

The College ensures free and fair election to designate Officers when such designation mandatorily requires an election under Government and University Rules and Regulations.

6.Recruitment

Recruitment of Full-Time Teacher (Substantive Post), Non-Teaching Staff (Substantive Post) and Part-Time Teachers is as directed by the Government of West Bengal through Acts and Orders. Recruitment of Guest Faculties, Casual and temporary employees is as per government guided policy framed by Governing Body.

7. Promotional policies

Career Advancement Scheme of Full-Time Teachers (Substantive Post) is in adherence to directives of Government of West Bengal following UGC Guidelines, and subject to satisfactory Self-Appraisal Report of the concerned Teacher.

Promotion of Non-Teaching Staff (Substantive Post) is in adherence to directives of Government of West Bengal, and subject to satisfactory performance of the concerned Staff.

8. Grievance Redressal Mechanism

The sub-committees like Grievance Redressal Cell, Gender Sensitization Cell, Internal Complaint Cell work as an instrument of supervision and accountability.

File Description	Document
Any additional information	[View 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: C. Any 3 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:

To create a decentralized ambience in the institution the higher authority of the college has entrusted responsibilities of decision making on different bodies and cells and committees. Both teaching and non-teaching employees are the members of these committees. The effective members of these cells and committees conduct meetings at regular interval arrange and implement various programs with the collaboration of different departments of the institution.

One of the important cells of the institution is the Gender Sensitization Cell that plays an active role maintaining safe environment for female students and employees in the campus and a sense of gender parity.

A significant activity of this cell in the year 2018 celebrating Women's Day on 8th March with the collaboration of Department of Political Science on the basis of the resolution of the meeting of the cell dated 29.01.2018.[Resolution Attached]

In accordance with the resolution of the meeting of Students Welfare Sub-Committee a Communicative English Skill Development Program was arranged in collaboration with the Department of English during the period from 22.02.2018 To 27.02.2018 Students from various departments participated in the program and gave positive feedback after successful completion of the program.

To receive grievance and compliance regularly from the student's 3 drop boxes were installed at different floors of the college building as per the decision of the meeting of Grievance Redressal Cell dated 11/12/2018. At the same meeting it was decided that drop boxes will be opened on every second and fourth Saturday of the month in the Cell's Chamber and the cell will take necessary steps for redressing the grievances of the students

"Cleanliness is next to godliness"- The Campus Development Cell of our institution organized a "Cleaning Operation" in the college campus inspired by Swatch Bharat Mission and Nirmal Bangla Mission on 13.11.2017. All the staffs and students of the college took part in the program with great enthusiasm. New blue and green colored dustbins (blue for non-bio- degradable and green for bio- degradable) had been placed in different corners of the campus on that day and all the community of the institution ensured the proper disposal of garbage. The program successfully created an awareness keeping the campus clean and plastic free.

6.3 Faculty Empowerment Strategies

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

Response:

1. "Swasthyasathi"-a govt. health scheme was announced in cabinet no. - 2625 dated 17th February, 2016 and finance department notification no. - 1104-F (P) dated 25th February 2016 for the ad-hoc teachers and the non-teaching staff of the   college. According this order Chapra Bangaljhi Mahavidyalaya has taken the effective welfare measure for part time teachers and non-teaching staff:

2. Regular full time teachers get benefits of West Bengal Health Scheme for grant-in-aid colleges and University Teachers, 2017.

File Description	Document
Any 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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	

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: 16.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	1	0

File Description	Document
Details of teachers attending professional development programs during the last five years	
Any additional information	

13-11-2019 12:26:04

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

Response:

Chapra Bangaljhi Mahavidyalaya is a Government Aided college under Kalyani University. The institution takes pride for democratic administration procedure and students friendly atmosphere in the campus. It gives preference to students-centric learning that is maintained by regular appraisal and evaluation of the teachers, non-teaching staffs.

Each employee of the institution keeps records of the performance in an individual self-appraisal book. The appraisal book is well designed for keeping records of the daily assignments, leave statements of the employees. The book encourages employees to improve their abilities and responsibilities. The Principal inspects the record books after every 15 days and takes necessary steps if any assigned works remains undone.

Keeping daily records of assignments of the employees in a separate appraisal book is a formal process that helps the higher authority of the institution assessing the improvements of the performance of the staffs. The regular process of evaluation and appraisal system enhances the work ambience and creates healthy communication between the Principal and employees.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Annual audit is conducted with the help of an external officer for every financial year, with an objective to maintain a record and keep a check on the use of college monetary funds. P.P Mukhopadhyaya nominated C.A. have been guiding the college by auditing the accounts for the financial years of 2102-13,13-14,14-15.

Enumeration on external audit/ Statutory Audit

P.P Mukhopadhyay, Chartered Accountant., audited the financial account for 2012-2013. He The financial statements referred above namely the Balance Sheet, Income &Expenditure Account And Receipts & Payment Account for the year ending. Fixed assets like land, building, furniture's were also audited and found the given explanations in the course of audit and statements to be true and gives a fair view.

P.P Mukhopadhyay, Chartered Accountant audited the financial account for 2013-2014. He The financial statements referred above namely the Balance Sheet, Income & Expenditure Account And Receipts & Payment Account for the year ending. Fixed assets like land, building, furniture's were also audited and found the given explanations in the course of audit and statements to be true and gives a fair view

P.P Mukhopadhyay, Chartered Accountant, audited the financial account for 2014-2015. He The financial statements referred above namely the Balance Sheet, Income & Expenditure Account And Receipts & Payment Account for the year ending. Fixed assets like land, building, furniture's were also audited and found the given explanations in the course of audit and statements to be true and gives a fair view

2015-2016 audit conducted by Sanjay R. Gupta and associates includes the audited financial statement of the college which comprises of Balanced sheet as at 31st March 2016. The Income and expenditure Account and Receipts and Payment Accounts for the year ended on the date. Fixed assets like land, building, furniture's were also audited for the given financial year. The auditor have obtained sufficient and appropriate basis provided by the college as per the given norms and standards.

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: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

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

Response:

MOBILISATION OF FUNDS

Major sources of funds of the college are as follows: The major source of college fund is the collection of tuition fees other fees like development fees, building fees etc. from the students. The tuition fees are collected as per state government stipulated fee structure. From the financial year 2011-12, 50% of the collected tuition fees are transferred to state government account. Balance 50% of the tuition fees is

utilized by the college for payment of the salary of Guest Teachers, Contractual Teachers, Casual Employees, T.A. contingency, printing etc. and other regular expenditure. The college receives Grants-in-Aid for the salary of all permanent teachers, non-teaching staff and government-approved Part-Time Teachers (PTT) under the Pay-Packet scheme of the Government of West Bengal. The college also receives grants from UGC for purchasing library books, equipment, laboratory instruments etc. and for organizing Seminars. Financial resources are also mobilized through sending proposals and receiving funds from local MP, MLA**.**

OPTIMAL UTILISATION OF RESOURCES

The institution follows a transparent way utilizing financial resources .The Accounts Department prepare a detailed budget to monitor the effective and efficient use of financial resources at the beginning of every financial year. There are some sub-committees such as Tender Committee, Purchase Committee, Building Committee, and Finance Committee to monitor the incoming and outgoing financial resources. The finance committee decides utilization of financial resources for major work and their recommendation is channelized to the Governing Body and approved thereafter. The Purchase Committee and the Tender Committee follow appropriate procedure for purchasing anything the institution requires. The Building Committee is in the charge of monitoring all construction related works. Utilization of financial resources is done in a most transparent way through annual external audit and each utilization certificate is submitted to the relevant funding agency.

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:

The IQAC of Chapra Bangaljhi Mahavidyalaya has taken several initiatives for the betterment of the Institution. Among those initiatives two best practices are

1.HERBAL PLANTATION :

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 a Herbal Plantation in the college campus. To substantialize the plan in the academic year 2017-2018 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.

2. 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.

The surrounding of the college amidst of the agricultural field has always been an advantage for the college to support the locals in some or other way. Hence the IQAC cell of the college had also to plan to set up a Weather Station in the academic year 2017-2018 .Basic required instruments for the said purpose have been installed and elements related to weather phenomenon basically temperature and rainfall are recorded by the institution in order to promote weather updates to local farmers as an initiative to support them. The IQAC cell further plans to upgrade the weather station.

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:

IQAC monitors the teaching learning process regularly through their organizing committee members. All the Head of the departments are the members of it. IQAC conducts an annual meeting every year to check the learning process, structures & methodologies of operations and learning outcomes. These annual meetings are intended to check the overall result analysis and to check the planned goals and achievements of IQAC.

The institution reviews Students academic progress through several methods at periodic intervals. One of such methods is arranging for test examination before centering up the students for University Examination. After evaluating the answer scripts of the test examination in a few special cases, a remedial class and tutorial classes are taken for the slow learners .Class tests are also taken to examine the improvement of the students.

To review its teaching-learning process, structures and methodologies of operation and learning outcomes the institution begins to analyze feedback from parents and students in every academic year. In response to such analysis ICT based method of teaching is being emphasized.

Class Teachers, Class Representatives, HoDs and Staff meetings are conducted periodically to review teaching and learning process.

Academic Council meeting also conducted specific time interval to review teaching and learning process.

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[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: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[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:

1. **CCTV:** To hinder any undesirable activities in the campus and to secure safety of the students and staffs of the college Closed Circuit Television Cameras are installed at entry point and strategic points of the institution.
2. **Renovation of Office, Teachers rooms and Principal's Chamber**: With increase in the staff strengths the need of a comfortable and good working space also increases. So time to time renovation works of Office , Teachers rooms and Principal's Chamber are done to meet the demand with the approval of GB.
3. **Smart Class Room:** To enhance the scope of applying ICT method in teaching –learning process a separate smart classroom has been constructed.

4. **Canteen Renovation**: The ensure hygiene and good quality food at a reasonable price to staff, students and visitors the college has a canteen that tries to facilitate the needs and demands of all.

5. **Sick Room**: The College along with the local health centerhas been active in taking measure initiatives to provide certain basic health facilities to the students. A room is well equipped with bed, wheelchair, First Aid etc. is there to provide primary nursing to the sick students in the college hour.

6. **Counseling Room:** The College has been able to provide space to conduct Psychological Counseling from the current academic session so that the counseling of students can be done on a regular basis.

7. **Ramp, Hand Rails and Wheelchairs:** To assure campus availability to all types of students including differently abled students the college has ramp along the stairs for accessibility and arrangement of toilet facilities at ground floor for their convenience.

8. **Playground:** The College has a playground with the facilityforsome outdoor gamessuchas football, volleyball, badmintonetc.

9. **Installation of Sanitary napkin vending machine**: To ensure easy access to sanitary napkins Sanitary napkin vending machines has been installed in the Girl's Common Room.

10. **Water purifier on all the floors:** Water purifier and cooler are installed in every floor of the college building to provide safe and clean drinking water to the students and the staffs.

11. Wifi facility: The administrative zone including staff room, laboratories, the central library, and the smart class room are Wi-Fi enabled.

12. Digitization of Library: The Central library of Chapra Bangaljhi Mahavidyalaya has been improved and transformed from a manual library to an automated one through installation of the software KOHA. The central library of the institution   is enriched with more than 8000   books. Along with the central library the college permits funds to buy text books, reference books for every departmental library. The institution has also taken initiatives to access e-journals regularly.

13. **Waste Disposal Management**: The institution follows a proper waste disposal management to keep the campus clean. Students and Staffs are being made aware of waste management by awareness program arranged by Campus

Maintenance Cell. Red and Green Dustbins are kept in different places of Campus.

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: 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	0	0

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:

Our Institution in keeping with its goal of curapersonalisis committed to showing gender sensitivity i.e. Understanding and consideration of socio-cultural factors underlying sex-based discrimination, in every aspect of planning and implementation.

1.   Safety and Security:

The institution is particularly sensitive about the safety and security of female students and staffs.

The college building and its surrounding area are under the continuous surveillance of the authority through CC-cameras placed at different strategic positions.

To ensure optimum security within the campus, retired Military personnel are appointed as security officials.

The Institution has a Committee against Sexual Harassment against Women (CASH) which rigorously develops the ICC (Internal Compliance Committee) every year which includes members from teaching and non-teaching staff, students and reputed external members with expertise in medical science and legal issues who supervise its activity on a regular basis. To develop awareness about sexual harassment among students, flexes and banners are displayed in the campus defining, pointing out the legal steps and punishments of sexual harassment. Seminars are organized to develop consciousness relating to gender equity, sexual harassment, and measures against it and to encourage all in the campus to stand and report

against any such act of harassment. There is also a Grievance Redressed Cell to understand, analyze, address and solve any grievance arising on the part of the students in general. Sanitary Napkin Vending machines have been placed in convenient places within the college building and Electric Waste- burners are present in the Ladies Wash-Rooms to ensure hygiene and safety.

2. Counseling:

The Institution is committed to providing effective counseling by teachers as well as by external experts like Specialist psychological Counselors from reputed NGOs, Medical practitioners etc. as and when necessary to female students. All Teachers of the institution act as counselors to identifyand resolve any crisis faced by the students, especially the female students and students from the weaker sections of the society. The institution forms a special Sub-Committee (Students'Counselling Sub-Committee) through the Teachers' Council for this purpose. The Career Counseling Cell of the Institution is devoted to guiding the students to build their career in future. The cell takes special care to the cases of female students and students from weaker sections of the society with a pledge that they would equally match the mainstream society in future.

3. Common room:

There are separate & well-equipped common rooms for male and female students. Efforts are madeto equip these common rooms with various indoor games facilities. Male and female restrooms/ washrooms are separate for students and staff. The institution is particularly careful about maintaining health and hygiene. The Health Centre of the institution is equipped to provide immediate care, support and advice to students in need, and especially to provide care with a gender-sensitive approach.

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

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 145045

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: 75.76

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

Response: 3375

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 4455

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:

Solid waste means any garbage, refuse, sludge from a waste water treatment plant, water supply treatment plant, or air pollution control facility and other discarded materials including solid, liquid, semi-solid. Our institution try to manage solid waste and liquid waste as per following manner.

Solid waste

Chapra Bangaljhi Mahavidyalaya has an established protocol for managing the disposal of solid waste in environment and health friendly manner. The solid waste is divided into three group namely Biodegradablewaste, Non-biodegradable waste, and Biohazards/Toxic waste. Three separately color coded bins withproper labeling have been supplied to the laboratories and other parts of the college campus. No infectiousor hospital-borne waste/biohazards is generated in our institution. The college has done adequate campaigning through banners and awareness manual for all.

The college has installed incinerators in ladies toilet to provide a healthy waste disposal environment and has made students aware to use the same.

Liquid waste

Liquid waste is disposed of through the proper sewage drainage system of the college campus. Chemical liquid waste generated in the college is too less and properly diluted before disposal.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting is collection and storage of rain water that runs off from roof tops, parks, roads, open grounds, etc. This water run off can be either stored or recharged into the ground water. A rainwater harvesting systems consists of the following components:

1. catchment from where water is captured and stored or recharged,
2. conveyance system that carries the water harvested from the catchment to the storage/recharge zone,
3. first flush that is used to flush out the first spell of rain,
4. filter used to remove pollutants,
5. storage tanks and/or various recharge structures.

The institution believe that now a days it is very important to us. Although the institution does not accomodate have any facility for Rainwater harvesting structures and utilization in the campus. But near future institution will try to do it.

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:

It is widely known that automobile emissions are a significant contributor to pollution. Most of the local students and teachers prefer cycling or walking on their way to and from the college. Outstation teachers and students use public conveyance for daily commutation. The college programmes (NSS, IQAC) provides resources and tools to educate college communities on the environmental and health benefits of going plastic-free to minimize plastic consumption and pollution in college and the environment. To reduce plastic cup consumption, canteen has begun using paper cups. Instead of using paper notebooks and agendas, desktops and laptops are used to take notes and track of assignments and meetings are kept through email alerts. Online books and journals are bought in the library for reference work. The teachers of Geography allow their students to submit their project work through email. LED bulbs (750) and CFL or tube lights (240) in the rooms of the college to provide a better quality of light and use less electricity.

The college boasts of a beautiful garden (289 sq. meter) which is regularly taken care of. Seasonal flowers are planted to increase the glamour of the serene college. Only bio-fertilizers are used in this garden.

File Description	Document
Any 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

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)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Green audit report	[View Document](#)
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Any additional information	[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	
Any additional information	

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	

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

Response: 5

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	1	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
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](#)

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

Response: No

File Description	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: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

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: 19

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	5	3	3	3

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:

Our Institute, with its aim towards developing students into responsible, accountable citizens encouragesand organizes activities that foster greater values of life, such as, love, integrity, solidarity, fraternity, and patriotism within their personalities. Celebrations of National festivals are organized regularly by the Institute with such a solemnity that auspiciousness of the festivals in the lives of people of the nationremains alive in the minds of the participants and gets reflected in their lives.

We celebrate our Independence Day each year with sincere respect. The national flag is hoisted by the head of the institution with great honor. Our students march past the national flag and offer salutation to the Nation. A cultural programme is organized by the teachers, staffs, and students in which the memory of Indian Freedom Struggle is evoked through talk's cultural performances and all present in the programmetake a pledge to carry on the responsibility of keeping our tri-colored flag flying high forever.

The Republic Day of India is celebrated in the college with earnest sincerity. The celebration starts withthe formal hoisting of the National flag by the head of the Institution along with march-past performanceby the students. A short but somber cultural programme along with valued speeches of teachers, staffs, andstudents are organized on the campus.

Teachers' Day in India is celebrated commemorating the birth anniversary of Dr. Sarvepalli Radhakrishnan, the celebrated academician and second president of India. A special programme isarranged every year by the students' organization of our Institution as a tribute to the teachers. Studentsand teachers offer their respect and honor in front of the photograph of Dr.Radhakrishnan, with variouscultural

performances and speeches from students expressing their respect, honor and gratefulness to theteachers, the celebration continues to remind the central theme, i.e. the importance of teacher-studentrelationship in life.

In our institution, we celebrate *RabindraJayanti*(the Birthday anniversary of Rabindranath Tagore) alongwith paying homage to another great Bengali poet Nazrul Islam (date of birth: 20th May 1920. Hence, we celebrate *"Matri Bhasa Dibosh"*every year on a week-day in the month of February. Students, Teachers,and Staffs participate whole-heartedly in the cultural programme and with the performances from the greatcreations of these litterateurs they pay homage to the great sons of Bengal.

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

Response:

Established in 2001,Chapra Bangaljhi Mahavidyalaya has always attempted to deal with the academic and non academic issues in terms of transparency, precision, and excellence. Right from its inception, there has been a constant effort to create an atmosphere for the smooth running of the college administration. Assuch there are different statutory and non-statutory committees for the execution of several administrative policies / decisions. The statutory committees include Admission Committee and Purchase Committee which are formed through Governing Body strictly in accordance with the rules and regulations of Kalyani University Statute to maintain proper consistency and coherence in the long run. Much emphasis has been given to maintain proper law and order in the college. Different sub-committees such as Anti-Ragging subcommittee,Committee against Sexual Harassment (CASH), Students' Counseling Cell are always monitoring the respective problems to address any undesirable incident. Efforts have always been made to build a constant rapport between the teachers and students. Lastly, the Governing Body of the college renders impartial judgment during any adverse circumstance for the smooth functioning of the college.

Adequate initiatives have been implemented for the academic well-being of the teachers and students aswell. Teachers are assigned courses to teach as per their specialization. Equal focus is given to all categoriesof students. A holistic approach is adopted. Along with the academic activities like seminars (both nationaland college level), conferences, workshops, non-academic ones like quiz competition, debate competition, extempore competition are uploaded in our college website to generate a spontaneous response from thestudents. All such activities strictly adhere to the Academic Calendar which is prepared well in advance ofeach academic session. The convenors of academic sub-committee regularly conduct meetings with therespective departmental-in-charges to exchange ideas to conform to an ultimate standard of perfection or excellence.

7.2 Best Practices

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

Response:

Practice-I

Title: 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

Title: Herbal plantation:

Every herbal plant have 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 a Herbal Plantation in the college campus. To substantialize the plan in the academic year 2017-2018 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

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

Response:

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 Bangaljhi Village to take the opportunity of higher education. Particularly in this minority-based area the girls students faced severe problems form their family because of their ignorance. After the establishment of this college this 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 the very reason. Many students of this institution are first generation learner. Infect form very beginning 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.

The following report can help us to established fact;

Session	Total admitted in 1st Year	Minority Male + Female	Percentage of the mino	
2013-2014	261(H)+741(G)=1002	187 (M)+262 (F)=459	26.14%	
2014-2015	372(H)+855 (G)=1227	362 (M)+349 (F)=711	28.44%	
2015-2016	380(H)+952(G)=1332	311 (M)+355 (F)=666	26.65%	
2016-2017	379(H)+1118 (G)=1497	470 (M)+533 (F)=1003	35.60%	
2017-2018	303(H)+1176 (G)=1479	345 (M)+513 (F)=858	34.68%	

The girl's students of both general and minority community have shown very good performance and

overall excellence.

From the standpoint of vision, priority and thrust the college is trying to empower the girl student by giving them the facility of higher education.

5. CONCLUSION

Additional Information :

In addition to the information provided in SSR regarding our college we wish to add the following as our long term goals which are already in the domain of planning & awaiting implementation :

1. Separate room for each department,

2. Setting Up of a Gymnasium,

3. Setting Up of an Auditorium (work in progress).

4. Science Building

5. Open Sage namly "Lalan Mancha" is there in the college premises for perfoming cultural activities.

Concluding Remarks :

Chapra Bangaljhi Mahavidyalaya, a grant-in-aid college, has come a long way since its inception in 2001. In the way it has faced many upheavals. In spite of that it has tried to provide the best for its surrounding areas by getting the patronage of the University of Kalyani. Local administration, co-operative and accommodative stake holders and most importantly the harmonious relationship with its stake holders are the sources of the inner strength of this institution. Although the college has many short comings for being situated in a rural and backward area of Nadia District with many a first generation learner, in spite of all its odds the college has performed excellently over the last 18 years in academic sphere as well as sports and games.

Chapra Bangaljhi Mahavidyalaya presents its self study report (SSR) as the first step towards its assessment and accreditation process. The college has been striving to be a centre of knowledge by overcoming all its constraints and imparting comprehensive and quality education to all sections of the society in this locality. The college has been giving its best effort to enhance the educational background of this minority-based locality and information in this regard has been reflected in the data provided in the SSR.

However as pointed out in the SSR, there are certain areas where the college has failed to perform adequately because of its several drawbacks. We sincerely believe that the valuable instructions and guidelines which we will get after the assessment and accreditation by NAAC provide the college the way of overcoming its short comings and help the college to evolve it into an institution of excellence.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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 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 Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>2</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : No supporting documents provided and IQAC participation cannot be considered here
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 : 4 Answer after DVV Verification: 4 Remark : Required proofs submitted
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 89 Answer after DVV Verification: 24 Remark : Only current year (Recently completed Academic Year) data to be considered i.e. only students from 2017-18 can be considered.
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 17 Answer after DVV Verification: 1 Remark : HEI has not submitted required proofs. Not submitted geo tagged photos. LMS website/

	Academic management system. Link of LMS, moodles etc, link of resources created not submitted
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 : 42 years Answer after DVV Verification: 41 years
3.3.3	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.3.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
1	1	1	2	0 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
0	0	0	0	0	 Remark : The links provided by HEI are not functional. The provided ISSN numbers were not found in the UGC Care list
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: 	2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
1	0	0	0	0 | Answer After DVV Verification : | 2017-18	2016-17	2015-16	2014-15	2013-14
---	---	---	---	---
1	0	0	0	0	
4.1.3	Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc 4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 2
Answer after DVV Verification: 0

Remark : No geo-tagged photo attached

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
10	11	13	14	13

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	3.16	35.60	45.90	15.44

Remark : Input edited according to proofs submitted. Audit reports not submitted for 2017-18

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.46	0.03	6.25	0.84	0.47

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0.16	6.25	0.84	0.47

Remark : Edited according to the proof submitted. No proof submitted for 2017-18

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

| 728 | 306 | 269 | 1497 | 635 |

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
328	313	269	217	140

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
67	23	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
52	23	0	0	0

Remark : Communicative English Course cannot be considered guidance for competitive examinations and c a r e e r counselling

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:

2017-18	2016-17	2015-16	2014-15	2013-14
0.14300	0.17635	0.19196	0.19554	0.13681

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Required proofs not submitted.

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:

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	2	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 19 Answer after DVV Verification : 684
2.1	Number of students year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2522	2578	3028	2337	2539

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4997	2578	3028	2282	4380

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
393	390	383	341	315

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
458	515	523	466	379

|
| 3.1 | Total number of classrooms and seminar halls
Answer before DVV Verification : 22
Answer after DVV Verification : 21 |
| 3.3 | Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14

|

54.86202	55.92921	27.12841	92.80057	93.67370

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
54.86202	61.95579	49.61740	67.06955	111.8155