

The Annual Quality Assurance Report (AQAR) of the IQAC 2015-16

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

Bankim Sardar College

1.2 Address Line 1

Canning town, Tangrakhali, Halapara

Address Line 2

Canning

City/Town

Canning

State

West Bengal

Pin Code

743329

Institution e-mail address

mail2bscollege@gmail.com

Contact Nos.

918170044053

Name of the Head of the Institution:

Dr. Tilak Chatterjee

Tel. No. with STD Code:

Mobile:

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Name of the IQAC Co-ordinator:

Dr. Suchandra Biswas

Mobile:

919830187145

IQAC e-mail address:

iqacbscollege@gmail.com

1.3 NAAC Track ID (*For ex. MHCOGN 18879*)

WBCOXX13362

1.4 NAAC Executive Committee No. & Date:

SC 05 dated 3rd March 2015

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

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

1.5 Website address:

www.bankimsardarcollege.org

Web-link of the AQAR:

www.bankimsardarcollege.org/aqar15-16.docx

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B		March 2007	
2	2 nd Cycle	B	2.3	March 2015	5 Years
3	3 rd Cycle				
4	4 th Cycle				

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

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

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR_2007-2008 submitted on 27/07/2009_____ (DD/MM/YYYY)
- ii. AQAR_2008-2009 submitted on 27/07/2009_____ (DD/MM/YYYY)
- iii. AQAR_2009-2010 submitted on 18/04/2014_____ (DD/MM/YYYY)
- iv. AQAR_2010-2011 submitted on 20/04/2014_____ (DD/MM/YYYY)
- v. AQAR_2011-2012 submitted on 20/04/2014_____ (DD/MM/YYYY)
- vi. AQAR_2012-2013 submitted on 20/04/2014_____ (DD/MM/YYYY)
- vii. AQAR_2013-2014 submitted on 13/08/2014_____ (DD/MM/YYYY)
- viii. AQAR_2014-2015 submitted on 12/12/2015_____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Calcutta University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

3

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The Internal Quality Assurance cell (IQAC) is relentless in its endeavour for the conscious, consistent and catalytic improvement in the overall performance of institution.

Under the leadership of IQAC the college was reaccredited for the 2nd cycle, (EC dated 3/3/2015).

IQAC was instrumental for submitting proposal for College with Potential Scheme of UGC and getting shortlisted for the same.

IQAC was also instrumental for designing the Detailed Project Report (DPR) and submitting the same to RUSA

Among the other main achievements of the IQAC the following may be outlined as -

- i. Empowerment of faculties
- ii. Providing ICT support for students
- iii. Academic audit
- iv. Administrative audit
- iv. Designing of an improved Teaching-Aid-Software
- v. feedback collection

2.15 Plan of Action by IQAC/Outcome

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

** Academic Calendar of the year is attached as Annexure 1*

Plan of Action	Achievements
<ul style="list-style-type: none"> • Application submitted for UGC - CPE scheme • RUSA DPR designed and submitted • Round-the-year online admission and fees collection system • ICT empowerment • Innovations in teaching learning 	<ul style="list-style-type: none"> ➤ The College was shortlisted by the UGC standing Committee on CPE and appeared for the interface meeting on 30.1.2016 in New Delhi. ➤ Rs 2 crores sanctioned. Received and utilised the 1st phase grant of Rs. 50 lakhs ➤ The admission portal www.bscadmission.in was launched and used for round the year admission and fees collection. ➤ College has its own 1:1 dedicated lease line for internet connectivity and now is a wifi enabled campus. ➤ Free access to computer and internet to students from 9.15 AM to 5.15 PM ➤ Teachers are provided avenues of ICT empowerment to match with temporal requirements ➤ College is now building digitized database of students ➤ Teachers are learning the art of making use of an indigenously developed Teaching-aid software (TAS) www.bankimsardarcollege.org/tas to fulfil the needs of documentation of teaching-learning & evaluation schedules in form <ul style="list-style-type: none"> ➤ Paper wise year wise question bank in the form <ol style="list-style-type: none"> 1. MCQ type 2. Short question answers 3. True or false 4. University question pattern ➤ Academic Plan - a platform where teachers can prepare <ol style="list-style-type: none"> 1. Individual academic plan 2. Departmental academic plan ➤ Students database - where teachers can <ol style="list-style-type: none"> 1. Enter / add and search students database 2. Results - where teachers can keep

<ul style="list-style-type: none"> • Generating environment consciousness • Academic and administrative audit • Applied for PG course in Bengali 	<p>record of the results of the internal assessment tests taken</p> <p>3. Attendance - where teachers can keep record of the class attendance of students</p> <ul style="list-style-type: none"> ➤ Introduction of Continuous internal Assessment based on Multiple Choice Question ➤ Teachers make regular use of power point presentations to make the learning process more interesting ➤ Encouraging students to attend regular classes <ul style="list-style-type: none"> ➤ Mentoring of students - teachers play the role of guardians (mentors) to keep close watch on regular class attendance, regular monthly tests etc of their mentees ➤ SMS gateway - enabling instant connectivity with parents in case of their children remaining absent on a regular basis ➤ Round the year programme comprising of - <ol style="list-style-type: none"> 1. <i>Briksh ropan</i> - Planting of trees 2. <i>Briksha sumari</i>- Tree- sumari 3. <i>Min mangal</i>- Release of fish pawns into the ponds 4. <i>Jalashay sanrokshan</i>- Maintenance of ponds 5. <i>Gandhi punnah</i>- cleaning the campus and the neighbourhood ➤ The college has carried out internal Academic and Administrative Audit ➤ Received permission from University of Calcutta and West Bengal Higher Education Council. PG course in Bengali to start from 2016-17 academic session
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2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR was presented before the IQAC members on 17.11.2017 by the IQAC Coordinator. Thereafter AQAR was presented before the Management Committee members on 28.11.2017. Both the committees approved the report. The suggestions given by the IQAC and management committee members were incorporated and then uploaded in the institutional website.

Part - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	15			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	15			

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes

Pattern	Number of programmes
Semester	
Trimester	
Annual	15

1.3 Feedback from

stakeholders* Alumni Parents Employers Students
(On all aspects)

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

A well-conceptualised feedback system, (<https://www.bscadmission.in/Feedback>) involving all major stakeholders, provides an understanding of ground realities, based on which guidelines are framed for programme planning, curriculum design and syllabus revision. The recommendations of the UGC, the NAAC, the University of Calcutta and the Govt. of West Bengal are considered during the revision process. The faculty, in consultation with experts, and using feedback from all stakeholders, revise the syllabi every three years and ensure that they are up-to-date and comparable with the best in the country. The importance of preparing students for life outside campus, and grooming them for careers is an important consideration. Teaching excellence is also enhanced through structured feedback systems that evaluate teacher effectiveness in every course. In addition to formal feedback, individual faculty members also obtain informal feedback from students, review them and use them for improving their performance.

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

NA

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

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	34	13	12	0	9

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	10	0	0	0	0	0	0	0	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	6	0
Presented	5	12	0
Resource Persons	1	1	1

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

The institution has adopted a number of innovative methods in Teaching and Learning. Use of supplementary aids such as charts, projector, lab facilities etc. A major focus was on teacher empowerment, for providing quality education.

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

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

Introduction of class test using MCQ with Teaching Aid software

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

0	0	0
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2.10 Average percentage of attendance of students

70

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I	II %	III %	Pass %
B.A.	631		5			49.1
B.com	11					36
B.sc	38		3			68.4

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

- IQAC collects annual reports from each department and conducts review meeting
- IQAC collects online feedback from the students about the teaching learning process

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	4
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	9	0	0
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC conducts regular meetings with the teaching staff, doing so the cell encourages and advises the staff to publish articles, academic papers for various courses etc. The heads of the departments are also advised to apply for the UGC funds which help them conduct various seminars at national levels, workshops etc.

The staffs are also encouraged to attend and present papers at various seminars, they are also asked to submit proposals for minor research projects. The IQAC also suggests the college authorities and governing bodies to sanction leaves and necessary funds for the faculties who involve themselves in the above mentioned activities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3	0	3
Outlay in Rs. Lakhs		755000	0	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	3	
Non-Peer Review Journals			1
e-Journals			
Conference proceedings	3	2	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other (Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
0	0	0		0		

3.18 No. of faculty from the Institution
who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area		1. Women's hostel (ongoing work)	UGC	4000000
		2. Library building (ongoing work)	RUSA	3360520
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 855159	RUSA	1138192
		Rs. 263472	UGC	
		19561	College fund	
Others AC Furniture		Rs. 268848	RUSA	404923
		Rs. 136075	RUSA	

4.2 Computerization of administration and library

1. Staff provided with www.bscollegeadmission.org - that enables them to conduct online admission and fees receipt
2. Institution provided with
 1. www.bscadmission.in/Feedback - that enables obtaining feedback from different stakeholders
 2. <http://www.bscadmission.in/sms> - that enables sending bulk SMS to all students
 3. http://bankimsardarcollege.org/bsadmin/notice_board.php - that enables sending online notifications in college website
 4. <http://localhost/FMS/dashboard.php?p=1> - that enables the Head of the Institution to issue new letters and tracking of old letters
 5. http://localhost/FMS/gb_meeting_list.php?p=2 - that enables the Head of the Institution to prepare and track GB minutes
 6. http://localhost/FMS/iqac_list.php?p=12 - that enables the IQAC to prepare to prepare and track IQAC minutes
3. Library provided with
 1. <http://www.bscollegelibrary.org/opac> - enables the library users to view online catalogue

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20285	NA	315	205979	20600	NA
Reference Books	0	0	0	0	0	0
e-Books	0	0	0	0	0	0
Journals	NA	NA	20	525	28	4369
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	43	NA	NA	1	1	4	12	27
Added	8	NA	Wifi enabled campus	0	0	2	4	2
Total	51	NA	Wifi enabled campus	1	1	6	16	29

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

Teachers were trained to use ICT technologies to effectively deliver curriculum. Internet facilities in the college were also upgraded during the same period. Free access to computer and internet to students from 9.15 AM to 5.15 PM

4.6 Amount spent on maintenance in lakhs :

i) ICT

47779

ii) Campus Infrastructure and facilities

1559480

iii) Equipments

5000

Total : 1612259

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC organised regular meetings with the students to enhance their awareness about student support services which are available in the college. Available support services are also notified for the benefit of the students. Moreover, information about these services is also displayed on the display board of the college.

5.2 Efforts made by the institution for tracking the progression

There is no formal mechanism in the college to track the progress of the students. However, progress is often tracked at informal level through alumni feedback, word of mouth etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2895			

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	1724	59.6		1171	40.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
423	1796	72	407	1	2698	518	1840	94	443	2	2895

Demand ratio 1: 2.2 Dropout % 7.2%

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The counseling services to the students are of the following types -

- 1) Classroom counseling – academic counseling are always provided by the teachers in the department by way of providing individualistic attention inside the class rooms
- 2) Outside the classroom counseling – personal counseling are provided by teachers, as students personally visit faculty members seeking guidance for their personal problems.
- 3) Entry to service counseling – students are also benefitted by way of obtaining career counseling by the entry to service cell.
- 4) Institution has now started “Mentoring” as a support system of student guidance covering the following aspects
 - i. Teaching-learning evaluation
 - ii. Regarding class attendance / examination attendance
 - iii. Discussion relating to job market /entrepreneurship
 - iv. Discussion relating to higher education
 - v. Personal problems
 - vi. Socio-political problems
 - vii. Grievance regarding examinations / evaluation
 - viii. Value education
 - ix. Health related issues
 - x. Support for slow learners

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

Gender audit carried out

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International

Cultural: State/ University level National level International

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NA	
Financial support from government	2329	NA
Financial support from other sources	NA	
Number of students who received International/ National recognitions	NA	

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Renovation of Students' Union Room.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the College

Core Academic Vision - Enlightening the students with knowledge

Add on Academic vision - Empowering the students with 21st century skills

Organizational vision - Effecting Rule of Law and Change Management

Mission of the College

1. Providing access to higher education to increasing number of students, with diversified curriculum under the university affiliated system and facilitating students to obtain their graduation degrees
2. Introduction of add-on career oriented programmes of study for instilling employability skills
3. Re-empowering teachers with 21st century skills and mindset
4. Good governance through maintenance of rule of law and transparency and decentralization in college governance through single person accountability in duties and responsibilities

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

NA

6.3.2 Teaching and Learning

By way of appropriate resolution of the Governing Body the college aims at

1. Re-empowering the Teachers with 21st century abilities
2. Setting up wi-fi enabled campus such that faculties get the opportunity to harness web resources for the purpose of teaching-learning and research
3. Providing the facilities to the faculties to have online access to e-journals and e-books through INFLIBNET
4. Faculties are encouraged to make of ICT and retrained so that they are enabled to make use of
 - a. PowerPoint presentations – **Phase 1**
 - b. Teaching aid software – **Phase 2**
 - c. Mac Book, I Pad, Interactive Pen Display, Interactive boards – **Phase 3**
5. Encouraging teachers to play the role of mentors

6.3.3 Examination and Evaluation

College has introduced Continuous Internal Assessment in terms of MCQ type

The objective is to make the students avoid their practice of rote learning and suggestive preparation for summative assessment

6.3.4 Research and Development

The college constantly promotes research activities and encourages teachers to take up minor research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. The campus is wifi enabled
2. The Computer Centre has 13 desktops
3. ICT room with 10 has desktop and 1 projector
4. Seminar room has 1 projector
5. English Language Centre has 1 laptop, 1 Interactive White Board, 1 Interactive Pen Display, 1 Camcorder, 1 DVD Sound system, 1 Smart TV, 2 Interactive Tablets, 1 Mac Book Pro and 1 Photo copier
6. Library has 1 desktop and 1 Laptop
7. Teachers provided with
 1. either desktop or laptops
 2. Teaching aid software www.bankimsardarcollege.org/tas
8. Staff provided with www.bscadmission.in – that enables them to conduct online admission and fees receipt
9. Institution provided with
 1. www.bscollegefeedback.org – that enables obtaining feedback from different stakeholders
 2. http://bankimsardarcollege.org/bsadmin/student_manage.php – that enables sending bulk SMS to all students
 3. http://bankimsardarcollege.org/bsadmin/notice_board.php – that enables sending online notifications in college website
 4. <http://localhost/FMS/dashboard.php?p=1> – that enables the Head of the Institution to issue new letters and tracking of old letters
 5. http://localhost/FMS/gb_meeting_list.php?p=2 – that enables the Head of the Institution to prepare and track GB minutes
 6. http://localhost/FMS/iqac_list.php?p=12 – that enables the IQAC to prepare to prepare and track IQAC minutes

6.3.6 Human Resource Management

Recruitment of faculties is governed by State Govt. Policies. However, college also recruits part time faculties based on qualification through a online platform. Faculties are provided opportunities to participate in research and faculty development programmes.

6.3.7 Faculty and Staff recruitment

Is carried out by College Service Commission

6.3.8 Industry Interaction / Collaboration

Negotiations for collaboration with George Telegraph ongoing

6.3.9 Admission of Students

Admission for all three years through online platform www.bscadmission.in

6.4 Welfare schemes for

Teaching	Travel allowance
Non teaching	Travel allowance
Students	Student health home

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

There is no established alumni association of the college. However, alumni support at informal level for providing job assistance to the students. Feedback is also collected from the alumni through the online feedback website

6.12 Activities and support from the Parent – Teacher Association

There is no formal parent teachers association. But each department arranges meetings with the parents from time to time to apprise them of the students' academic progress and discuss various students' related issues. The institution communicates with the parents through the SMS gateway and parents are encouraged to give their feedback through the online feedback platform

6.13 Development programmes for support staff

Computer Training has been provided to the support staff. They are also given need based trainings on the use of the different software for effective functioning of the administration and the library

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

- The college has an eco friendly campus
- The college has a Green Policy
 - Build a green world from where you can work and play a role
- The college has several practices which spreads environment consciousness following the ideas of Rabindranath Tagore pursued in Santiniketan Ashram since 1930's. The practices are
 - Brikshya ropan
 - Brikshya sumari
 - Min Mangal
 - Gandhi Punnahya

Criterion - VII

7. **Innovations and Best Practices**

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

Innovation 1. Pratisthanik Khamatayan (Institutional Empowerment)

Conscious efforts in adopting strategy to design and develop customized computer programme and /or ERP to meet well defined administrative functions and consequent database management with the objective of delivering multi tasks by "single click" of mouse. The complete software solution aims at providing systems which are designed to integrate the data sources and processes of the entire organization into a unified system.

Innovation 2. Sikshak Khamatayan (Teachers Empowerment)

The IQAC has indigenously developed a Teaching-aid software (TAS) www.bankimsardarcollege.org/tas to fulfill the needs of documentation of teaching-learning & evaluation schedules in form of Academic Calendar, Teaching Plan, Evaluation Schedules etc

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

1. The admission portal www.bscadmission.in was launched and used for round the year admission and fees collection.
2. College has its own 1:1 dedicated lease line for internet connectivity and now is a wifi enabled campus.
3. Free access to computer and internet to students from 9.15 AM to 5.15 PM
4. Teachers are provided avenues of ICT empowerment to match with temporal requirements
5. College is now building digitized database of students
6. Teachers are learning the art of making use of an indigenously developed Teaching-aid software (TAS) www.bankimsardarcollege.org/tas to fulfil the needs of documentation of teaching-learning & evaluation schedules in form
 - Paper wise year wise question bank in the form
 1. MCQ type
 2. Short question answers
 3. True or false
 4. University question pattern
 - Academic Plan - a platform where teachers can prepare
 1. Individual academic plan
 2. Departmental academic plan
 - Students database - where teachers can
 4. Enter / add and search students database
 5. Results - where teachers can keep record of the results of the internal assessment tests taken
 6. Attendance - where teachers can keep record of the class attendance of students
7. Introduction of Continuous internal Assessment based on Multiple Choice Question
8. Teachers make regular use of power point presentations to make the learning process more interesting
9. Encouraging students to attend regular classes
 - Mentoring of students - teachers play the role of guardians (mentors) to keep close watch on regular class attendance, regular monthly tests etc of their mentees
 - SMS gateway – enabling instant connectivity with parents in case of their children remaining absent on a regular basis
10. The College has also launched the following web-based platform www.studentsprofilemapping.org to chart the students' profile as per their academic score, knowledge, intelligence, background and employability
11. Round the year programme comprising of –
 1. *Briksh ropan* – Planting of trees
 2. *Briksha sumari*- Tree- sumari

3. *Min mangal*- Release of fish pawns into the ponds
 4. *Jalashay sanrokshan*- Maintenance of ponds
 5. *Gandhi punnahyo*- cleaning the campus and the neighbourhood
12. The college has carried out internal Academic and administrative Audit
13. The College was reaccredited for the 2nd Cycle (EC dated 3/3/ 2015)
- 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Please refer to annexure

****Provided the details in Annexure II***

7.4 Contribution to environmental awareness / protection

The college has several practices which spreads environment consciousness following the ideas of Rabindranath Tagore pursued in Santiniketan Ashram since 1930's. The practices are

- Brikshya ropan
- Brikshya sumari
- Min Mangal
- Gandhi Punnahya

7.5 Whether environmental audit was conducted? Yes No

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

No

8. Plans of institution for next year

Proposed Plan:

1. Teaching (UG)

- 1.1 Introduction of Geography and Computer Science
- 1.2 Encouraging the students to attend classes regularly by providing them Attendance Scholarship and Conveyance Allowance
- 1.3 Empowering faculties with state of the art training in the use of ICT facility, soft skill and other necessary skills that helps them to make their students more empowered for the 21st century.
- 1.4 Building improved classroom ambience, ICT enabled infrastructure for better learning experience, fostering Technology use for tracking class

attendance (biometric) and making regular formative assessment (OMR applications and Online web applications) and upgradation of laboratories

1.5 Assessment of diverse needs of students and provision of mentoring and counseling and also guidance to prevent drop out to weaker students and encourage them to appear for university examinations and pass the same

1.6 Instilling employability skills among students by way of providing computer training and spoken English training, providing training for competitive examinations, grooming and personality development and other job oriented training

1.7 Teaching (PG) The college plans to open Post graduation in Bengali

2. Research

2.1 Subject wise e-content development for strengthening the institutional repository

2.2 Software development for Quality Assurance in Higher Education

2.3 Disaster Preparedness and Management with special reference to Sunderbans

2.4 Functional English for rural students

2.5 Publications, Seminars Workshops and Students & Teachers Exchange Programmes

3. Extension

3.1 Training on Small Scale Industries to students and local people.

3.2 Providing training to local farmers towards rain water harvesting

3.3 Solar cell installation for college use and local use and Solar Cell training to local youth

3.4 Parent teacher association for building neighbourhood relationship

4. Any other

4.1 Strengthening wifi speed and VPS Server for the college

4.2 Purchase of Computers for setting more terminals

5. Infrastructure Building:

- Completion of women's hostel

- Plan 1- **submitted to West Bengal Govt**

Plan for construction of Additional Building (on the

Pond side) with two storied foundation to accommodate

Two/three Classrooms, One Computer Lab cum classroom and One Geography Lab cum classrooms two toilets and space for verandah and staircase

Approx Area: 6560.60 sq ft

Purpose – Introduction of new subjects

1. Geography (as per GB Resolution dated Dec 17, 2012)

2. Computer Science (as per GB Resolution dated Dec 17, 2012)

3. PG in Bengali (as per GB Resolution dated Feb 9, 2015)

- Plan 2 - **Work ongoing**

Construction of Additional Building (on the Main Building side) with two storied foundation to accommodate

Three Classrooms and space for verandah and staircase

Approx Area: 3787.60 sq ft

Purpose – Shifting the Library from present library building and build a modern library integrated with ICT enabled reading space for teachers and students

Suchandria Biswas

Name Dr. Suchandra Biswas

Signature of the Coordinator, IQAC

Tilak Chatterjee

Name Dr. Tilak Chatterjee

Signature of the Chairperson, IQAC

Annexure I

Academic Calendar

Jul-15			Aug-15		
1	Wed	College Re-opens	1	Sat	Registration
2	Thu	1st year Admission	2	Sun	
3	Fri	Part II Gen Exam	3	Mon	3rd year Class begins
4	Sat	Submission of Routine	4	Tue	
5	Sun		5	Wed	Part I Gen Exam
6	Mon	Part II Gen Exam	6	Thu	
7	Tue	Part II Gen Exam	7	Fri	Part I Gen Exam
8	Wed	Part II Gen Exam	8	Sat	Last date - 1st Yr Admission
9	Thu	Part II Gen Exam	9	Sun	
10	Fri	Part II Gen Exam	10	Mon	2nd Year Admn - begins
11	Sat	IQAC Meeting	11	Tue	Regis - BSc Pass & Hom
12	Sun		12	Wed	Regis - BSc Pass & Hom
13	Mon	Part II Gen Exam	13	Thu	Regis - Bengali Hons
14	Tue	Part II Gen Exam	14	Fri	Regis - Sanskrit Hons
15	Wed	Part II Gen Exam	15	Sat	Independence Day
16	Thu	Part II Gen Exam	16	Sun	
17	Fri	Part II Gen Exam	17	Mon	Regis - Hist & Pol Sc Hons
18	Sat	Id Ul Fitr	18	Tue	Regis - Edu & Eng Hons
19	Sun		19	Wed	Regis - BA Pass - Gr 1
20	Mon	3rd Year Admn - begins	20	Thu	Regis - BA Pass - Gr 2
21	Tue	Part I Hons Exam	21	Fri	Regis - BA Pass - Gr 3
22	Wed	Academic Plan Meeting	22	Sat	Last date - 2nd Yr Admission
23	Thu	Part I Hons Exam	23	Sun	
24	Fri	Induction Meeting	24	Mon	2nd year Class begins
25	Sat	Prospectus & Library Day	25	Tue	Regis - BA Pass - Gr 4
26	Sun		26	Wed	Regis - BA Pass - Gr 5
27	Mon	1st year Class begins	27	Thu	Regis - BA Pass - Gr 6
28	Tue		28	Fri	Regis - BA Pass - Gr 7
29	Wed		29	Sat	Last date - Change of Subject
30	Thu	Last Date - 3rd Yr Admn	30	Sun	
31	Fri	Post Admission Test	31	Mon	Internal Assessment
5		Teaching Days	25		Teaching Days

Sep-15			Oct-15		
1	Tue	Regis - BA Pass - Gr 8	1	Thu	Dept Seminar - Eng
2	Wed	Regis - BA Pass - Gr 9	2	Fri	Gandhi Birthday
3	Thu	Regis - BA Pass - Gr 10	3	Sat	
4	Fri		4	Sun	
5	Sat	Teachers's Day	5	Mon	Dept Seminar - Phy
6	Sun		6	Tue	
7	Mon	Last date - CU Regn	7	Wed	
8	Tue	Freshers' Welcome	8	Thu	
9	Wed		9	Fri	Dept Seminar - Beng
10	Thu		10	Sat	IQAC Meeting
11	Fri	Dept Seminar - Chem	11	Sun	
12	Sat	IQAC Meeting	12	Mon	Mahalaya
13	Sun		13	Tue	Academic Rev Meet
14	Mon		14	Wed	Phy Edu Workshop
15	Tue		15	Thu	
16	Wed		16	Fri	Internal Assessment
17	Thu		17	Sat	
18	Fri	Viswakarma Puja	18	Sun	Festival Holiday
19	Sat		19	Mon	Festival Holiday
20	Sun		20	Tue	Festival Holiday
21	Mon	Dept Seminar - History	21	Wed	Festival Holiday
22	Tue		22	Thu	Festival Holiday
23	Wed		23	Fri	Festival Holiday
24	Thu		24	Sat	Festival Holiday
25	Fri	Id-Ud-Zoha	25	Sun	Festival Holiday
26	Sat		26	Mon	Festival Holiday
27	Sun		27	Tue	Festival Holiday
28	Mon	Dept Seminar - Com	28	Wed	Festival Holiday
29	Tue		29	Thu	Festival Holiday
30	Wed	Internal Assessment	30	Fri	Festival Holiday
			31	Sat	Festival Holiday
24		Teaching Days	12		Teaching Days

Nov-15			Dec-15		
1	Sun	Festival Holiday	1	Tue	1st Year Final Admn
2	Mon	Festival Holiday	2	Wed	College Social
3	Tue	Festival Holiday	3	Thu	
4	Wed	Festival Holiday	4	Fri	Dept Seminar - Bot
5	Thu	Festival Holiday	5	Sat	
6	Fri	Festival Holiday	6	Sun	
7	Sat	Festival Holiday	7	Mon	Dept Seminar - Maths
8	Sun	Festival Holiday	8	Tue	
9	Mon	Festival Holiday	9	Wed	
10	Tue	Festival Holiday	10	Thu	Dept Seminar - Zoo
11	Wed	Festival Holiday	11	Fri	
12	Thu	Festival Holiday	12	Sat	Dept Seminar - Econ
13	Fri	Festival Holiday	13	Sun	
14	Sat	Festival Holiday	14	Mon	Last Date - 1st yr Admn
15	Sun	Festival Holiday	15	Tue	
16	Mon	College Reopens	16	Wed	
17	Tue	Home Assessment	17	Thu	
18	Wed	Dept Seminar - Edu	18	Fri	Internal Assessment
19	Thu	2nd Yr Final Admn	19	Sat	IQAC Meeting
20	Fri	Jagadhatri Puja	20	Sun	
21	Sat	Students' Union Tour	21	Mon	
22	Sun	Students' Union Tour	22	Tue	Academic Rev Meet
23	Mon	Dept Seminar - Sans	23	Wed	
24	Tue	Internal Assessment	24	Thu	Fateh-Duaz-Daham
25	Wed	Nanak's Birthday	25	Fri	Christmas Day
26	Thu		26	Sat	Winter Recess
27	Fri		27	Sun	Winter Recess
28	Sat	IQAC Meeting	28	Mon	Winter Recess
29	Sun		29	Tue	Winter Recess
30	Mon	Last Date - 2nd yr Admn	30	Wed	Winter Recess
			31	Thu	Winter Recess
11		Teaching Days	19		Teaching Days

Jan-16			Feb-16		
1	Fri	New Years Day	1	Mon	Tutorial for 3rd yr
2	Sat	College Reopens	2	Tue	Tutorial for 3rd yr
3	Sun		3	Wed	Tutorial for 3rd yr
4	Mon	Home Assignments	4	Thu	Tutorial for 3rd yr
5	Tue		5	Fri	Tutorial for 3rd yr
6	Wed		6	Sat	Tutorial for 3rd yr
7	Thu		7	Sun	
8	Fri		8	Mon	Tutorial for 3rd yr
9	Sat		9	Tue	Tutorial for 3rd yr
10	Sun		10	Wed	Tutorial for 3rd yr
11	Mon	3rd year Test Exams	11	Thu	Tutorial for 3rd yr
12	Tue	3rd year Test Exams	12	Fri	Tutorial for 3rd yr
13	Wed	3rd year Test Exams	13	Sat	Saraswati Puja
14	Thu	3rd year Test Exams	14	Sun	Saraswati Puja
15	Fri	Pous Sankranti	15	Mon	2nd year Test Exams
16	Sat	3rd year Test Exams	16	Tue	2nd year Test Exams
17	Sun		17	Wed	2nd year Test Exams
18	Mon	3rd yr form fillup begins	18	Thu	2nd year Test Exams
19	Tue		19	Fri	2nd year Test Exams
20	Wed	IQAC Meeting	20	Sat	2nd year Test Exams
21	Thu		21	Sun	
22	Fri		22	Mon	2nd yr form fillup begins
23	Sat	Netaji's Birtday	23	Tue	
24	Sun	C.U Foundation Day	24	Wed	
25	Mon	Maghotsab	25	Thu	Founder's Day
26	Tue	Republic Day	26	Fri	Internal Assessment
27	Wed		27	Sat	IQAC Meeting
28	Thu		28	Sun	
29	Fri	Internal Assessment	29	Mon	Last date - 2nd yr form fill up
30	Sat	Last date - 3rd yr form fill up			
31	Sun				

21	Teaching Days	23	Teaching Days
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Mar-16			Apr-16		
1	Tue	Tutorial for 2nd yr	1	Fri	Tutorial for 1st yr
2	Wed	Tutorial for 2nd yr	2	Sat	Tutorial for 1st yr
3	Thu	Tutorial for 2nd yr	3	Sun	
4	Fri	Tutorial for 2nd yr	4	Mon	Tutorial for 1st yr
5	Sat	Tutorial for 2nd yr	5	Tue	Tutorial for 1st yr
6	Sun		6	Wed	Tutorial for 1st yr
7	Mon	Sivaratri	7	Thu	Tutorial for 1st yr
8	Tue	Tutorial for 2nd yr	8	Fri	Tutorial for 1st yr
9	Wed	Tutorial for 2nd yr	9	Sat	Tutorial for 1st yr
10	Thu	Tutorial for 2nd yr	10	Sun	
11	Fri	Tutorial for 2nd yr	11	Mon	Tutorial for 1st yr
12	Sat	Tutorial for 2nd yr	12	Tue	Tutorial for 1st yr
13	Sun		13	Wed	
14	Mon	1st year Test Exams	14	Thu	
15	Tue	1st year Test Exams	15	Fri	
16	Wed	1st year Test Exams	16	Sat	Tutorial for 1st yr
17	Thu	1st year Test Exams	17	Sun	
18	Fri	1st year Test Exams	18	Mon	Tutorial for 1st yr
19	Sat	1st year Test Exams	19	Tue	Tutorial for 1st yr
20	Sun		20	Wed	Tutorial for 1st yr
21	Mon	1st yr form fillup begins	21	Thu	Tutorial for 1st yr
22	Tue		22	Fri	Tutorial for 1st yr
23	Wed	Doljatra	23	Sat	Tutorial for 1st yr
24	Thu		24	Sun	
25	Fri	Good Friday	25	Mon	Tutorial for 1st yr
26	Sat	Easter Saturday	26	Tue	Tutorial for 1st yr
27	Sun		27	Wed	Tutorial for 1st yr
28	Mon		28	Thu	Tutorial for 1st yr
29	Tue	Internal Assessment	29	Fri	Tutorial for 1st yr
30	Wed	IQAC Meeting	30	Sat	Tutorial for 1st yr
31	Thu	Last date - 1st yr form fill up			

23	Teaching Days	23	Teaching Days
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May-16			Jun-16		
1	Sun	May Day	1	Wed	University Exams
2	Mon	Tutorial for 1st yr	2	Thu	University Exams
3	Tue	Tutorial for 1st yr	3	Fri	University Exams
4	Wed	Tutorial for 1st yr	4	Sat	University Exams
5	Thu	Tutorial for 1st yr	5	Sun	
6	Fri	Tutorial for 1st yr	6	Mon	
7	Sat	Tutorial for 1st yr	7	Tue	Online Admission
8	Sun	Rabindra Jayanti	8	Wed	University Exams
9	Mon	Tutorial for 1st yr	9	Thu	University Exams
10	Tue	Foundation Day	10	Fri	University Exams
11	Wed	Tutorial for 1st yr	11	Sat	University Exams
12	Thu	Tutorial for 1st yr	12	Sun	
13	Fri	Tutorial for 1st yr	13	Mon	University Exams
14	Sat	Tutorial for 1st yr	14	Tue	University Exams
15	Sun		15	Wed	University Exams
16	Mon	University Exams	16	Thu	University Exams
17	Tue	University Exams	17	Fri	University Exams
18	Wed	University Exams	18	Sat	University Exams
19	Thu	University Exams	19	Sun	
20	Fri	University Exams	20	Mon	University Exams
21	Sat	University Exams	21	Tue	University Exams
22	Sun		22	Wed	University Exams
23	Mon	University Exams	23	Thu	University Exams
24	Tue	University Exams	24	Fri	University Exams
25	Wed	University Exams	25	Sat	University Exams
26	Thu	University Exams	26	Sun	
27	Fri	University Exams	27	Mon	University Exams
28	Sat	University Exams	28	Tue	University Exams
29	Sun		29	Wed	University Exams
30	Mon	University Exams	30	Thu	University Exams
31	Tue	University Exams			
11	Teaching Days		0	Teaching Days	

Annexure II

Best Practice

Practice #1

Teaching-aid software (TAS) indigenously developed by the college to fulfill the needs of documentation of teaching-learning & evaluation schedules in form of Academic Calendar, Teaching Plan, Evaluation Schedules etc

Title - *Sikkhak Sahayak* - Teaching Aid Software

Objective – The Teaching Aid Software provides support to departments and teachers towards

- Preparing Annual Academic Plan
- Allocation of the syllabus amongst the departmental teachers
- Lecture worksheet to students with essential study references
- Creating Question Bank as per course allocation
- Objective type test papers for evaluation of students' learning
- Facilitate continuous internal assessment
- Update monthly class attendance records
- Record students' performance and improvement on a monthly basis

Context – Towards meticulous planning and documentation of teaching learning evaluation a need for designing and developing a customized software was felt so that each department and the teachers can plan and organize the teaching-learning & evaluation schedules in form of Academic Calendar, Teaching Plan, Evaluation Schedules etc.

Practice - The Teaching Aid Software is so designed that it comprises of the following modules

- Create Question Module
- Test Maker Module
- Students Data Base Module
- Result Maker Module
- Attendance Report Module
- Notes Maker Module

Evidence of Success – All departments use the software to prepare their departmental documents using the said software and thereby reduces the work load by way of minimizing non repetitive work

Resources Required – Two resources are required

- 1) Human Resources – Teachers to conceptualize the requirements of documentation from planning to delivery and transaction
- 2) IT Resources – collaboration with software developer to develop the customized software
- 3) Learning Resources – Each department to be endowed with Desktop/Laptop to prepare the necessary documents

Problems encountered – The most serious problem encountered in this regard is that teachers not familiar with the use of computer which the college expects will not remain a problem in the years to come

Contact Details

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Accredited Status: B

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Practice #2

College management feels that admission to the college should be fair and transparent and for that matter taken initiative to introduce a practice and process of admission leaving no scope of mediation for rent seekers

Title - Shoccho Probesh – (Fair Admission Process) – Ending unfair mediation in Students' Admission

Objective – The aim of the programme is to make the students aware of the

1. Make the process of admission fair and transparent
2. Enable the students to take admission without kickback

Context – The existing process of admission was constrained with several 'scope' of encouraging unfair mediation and rent seeking by interest groups. Such scopes was a "win situation" to some while "loss situation" to the others leading to discontent among the losers and often leading to students' unrest and detrimental to academic ambience. The college therefore contemplated and effected a change in the practice and process of admission.

Practice – The admission process comprises of

1. Issue of bilingual prospectus (including vernacular) clearly specifying
 - a. Notifications of last dates
 - b. Admission rules and documents to be submitted
 - c. Specimen filled in forms
2. Colour coded admission forms with printed form numbers issued separately for each course/programme
3. Use of admission software for preparation of merit lists in conformity to government and university rules
4. Students in the merit list are intimated through college **SMS Gateway** asking the students to make payment of admission fees in local bank

Thus students are not required to get into any interactions with rent seekers in this regard.

2012	2013	2015
<i>Step 1. Two page admission form (B/W) printed in English obtained from college cash counter</i>	<i>Step 1. Admission form template (duly filled in) is publicized in the college prospectus</i>	<i>Step 1. Admission form template (duly filled in) is publicized in the college website</i>
<i>Step 2. Filled in admission form are then taken up for data entry in MS Excel for preparation of merit</i>	<i>Step 2. Admission forms printed in vernacular language</i>	<i>Step 2. Admission forms to be filled in online</i>
	<i>Step 3. Admission forms are pre indexed for each subject</i>	<i>Step 3. Merit list is published online and communicated through SMS</i>

<p><i>list</i></p> <p><i>Step 1. Verification and approval of the merit list by respective departments</i></p> <p><i>Step 3. Merit list published in college website and college notice board</i></p> <p><i>Step 4. Students take admission in the college cash counter and obtain their roll number</i></p> <p><i>Step 5. Manual I Card issued to each students after admission</i></p>	<p><i>Step 4. Admission forms are differently coloured for each subject</i></p> <p><i>Step 5. Data entry in customized admission software developed by the college for preparation of merit list</i></p> <p><i>Step 6. Verification and approval of the merit list by respective departments</i></p> <p><i>Step 7. Use of college website for publication of merit list</i></p> <p><i>Step 8. Successful students communicated through use of SMS gateway</i></p> <p><i>Step 9. Students depositing cash to Nationalized banks in Canning town (5 kms away from college)</i></p> <p><i>Step 10. On deposit of the bank receipts in college cash counter the students obtain their ID number</i></p> <p><i>Step 11. Digital I card issued to each students after admission</i></p>	<p><i>gateway</i></p> <p><i>Step 4. Successful candidates to meet the departments for verification of documents and obtaining admission voucher</i></p> <p><i>Step 5. On receipt of admission voucher students to deposit cash in bank counter in the college campus and obtain their ID number</i></p> <p><i>Step 6. Digital I card issued to each students after admission</i></p>
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Evidence of Success –

1. Feedback of students who have taken admission expresses satisfaction
2. Parental feedback obtained telephonically expresses satisfaction

Resources Required –

1. Database of mobile numbers of all applicants
2. Admission Software
3. SMS Gateway

Problems encountered –

1. Unrest amongst the rent seekers and interest group
2. SMS network failure in remote hinterland

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