

# The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

## Part - A

### 1. Details of the Institution

1.1 Name of the Institution	Bankim Sardar College
1.2 Address Line 1	PO and Vill - Tangrakhali
Address Line 2	Dist - South 24 Parganas
City/Town	Near - Canning Town
State	West Bengal
Pin Code	743329
e-mail address	mail2bscollege@gmail.com
Contact Nos.	8170044051
Head of the Institution:	Dr Tilak Chatterjee
Tel. No. with STD Code:	
Mobile:	9874466440
IQAC Co-ordinator:	Dr Suchandra Biswas
Mobile:	9830187145
IQAC e-mail address:	iqacbscollege@gmail.com
1.3 NAAC Track ID	WBCOXX13362
1.4 NAAC Executive Committee No. & Date:	SC 05 dated 3rd March 2015
1.5 Website address:	<a href="http://www.bankimsardarcollege.org">www.bankimsardarcollege.org</a>
Web-link of the AQAR:	<a href="http://www.bankimsardarcollege.org/aqar16-17.docx">www.bankimsardarcollege.org/aqar16-17.docx</a>

## 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		March 2007	
2	2 <sup>nd</sup> Cycle	B	2.3	March 2015	5 Years

1.7 Date of Establishment of IQAC:

01/01/2008

1.8 AQAR for the year

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC

- 1) AQAR\_2007-2008 submitted on 27/07/2009\_\_\_\_\_ (DD/MM/YYYY)
- 2) AQAR\_2008-2009 submitted on 27/07/2009\_\_\_\_\_ (DD/MM/YYYY)
- 3) AQAR\_2009-2010 submitted on 18/04/2014\_\_\_\_\_ (DD/MM/YYYY)
- 4) AQAR\_2010-2011 submitted on 20/04/2014\_\_\_\_\_ (DD/MM/YYYY)
- 5) AQAR\_2011-2012 submitted on 20/04/2014\_\_\_\_\_ (DD/MM/YYYY)
- 6) AQAR\_2012-2013 submitted on 20/04/2014\_\_\_\_\_ (DD/MM/YYYY)
- 7) AQAR\_2013-2014 submitted on 13/08/2014\_\_\_\_\_ (DD/MM/YYYY)
- 8) AQAR\_2014-2015 submitted on 12/12/2015\_\_\_\_\_ (DD/MM/YYYY)
- 9) AQAR\_2015-2016 submitted on 17/12/2017\_\_\_\_\_ (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 Yes  No

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)

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

Autonomy by State/Central Govt. / Uni

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

2.2 No. of Administrative/Technical staff

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 (2016-17)**

During the period April 2016 to March 2017 the college had a transition. The new Principal joined the college and took over the charge of IQAC Chairman on and from Nov 2016

### **Contributions made by the IQAC during April 2016 to Oct 2016**

**April 2016** – College being conferred with the status of College with Potential for Excellence by the UGC (one of the six such colleges in the state of West Bengal)

**June 2016** – Online Admission introduced wherein students were given the opportunity to form fill up without coming to the college

**Sept 2016** – Introduction of Bengali PG

### **Contributions made by the IQAC during Nov 2016 to Mar 2017**

**Nov 2016** – Initiation of an Academic Movement *Bring Students Back to Classroom* with the objective of increasing the propensity amongst students to come to the college and attend classes regularly

**Dec 2016** – Two Day National Seminar on Advances in Chemical Sciences

**Jan 2017** – College being included in the *Gandhara Prkalpa* – a CSR Project of PC Chandra Group with a financial aid of Rs 2 lakhs – for opening the PC Chandra Knowledge Centre

**Feb 2017** – Three Day District Sports

**Mar 2017** – Ban on the activities of the political Students' Union and prohibition on entry of outsiders in the college

## **2.15 Plan of Action by IQAC/Outcome**

During the Meeting of the IQAC held on April 7 2015 the Members of the IQAC resolved that the college would follow a five year perspective Plan of Action **2015-2020** to be executed within the next five years subject to availability of fund from time to time from the

1. MHRD - RUSA infrastructure grant of Rs 2 crore during the period 2015- 2018
2. UGC - CPE Quality Development grant of Rs 1.2 crore during the period 2015- 2018
3. Grants from any other sources as and when made available

The Plan of Action 2016-27 comprises of 1) Annual Plan 2016-17 and 2) Perspective Plan 2015-20

<b>Annual Plan of Action - 2016-17</b>	<b>Achievements 2016-17</b>
Towards Vertical expansion of curriculum	<b>Sept 2016</b> - Post Graduation introduced in Department of Bengali
Towards Betterment of Teaching Learning Evaluation	<b>Nov 2016</b> - New Principal who joined the college during Nov 2016 initiated an innovative Academic Movement - <i>Students Back to Classroom</i> – a programme destined to increase students' attendance in the classes
Towards Politics free students life in college campus	<b>Feb 2017</b> - New Principal conducted Students Election conforming to Lyngdoh Commission recommendations and as no student were having 75% class attendance activities of Students' Union got banned
Towards Betterment of Campus Life	<b>March 2017</b> - Entry of outsiders in the college campus got strictly prohibited
RUSA grant utilization	<b>Sept 2015</b> – the 1 <sup>st</sup> Instalment of RUSA grant obtained and UC submitted in March 2016

	<b>Sept 2016</b> – the 2 <sup>nd</sup> Instalment of RUSA grant obtained and UC submitted in March 2017
CPE grant utilization	<b>Jan 17, 2017</b> – the 1 <sup>st</sup> Instalment of CPE grant obtained – utilization made in 2017-18
PC Chandra grant utilization	<b>Jan 05, 2017</b> – the 1 <sup>st</sup> Instalment of PC Chandra grant obtained
Govt of WB grant for Virtual Classroom	<b>March 2017</b>
Govt of WB grant for District Sports	<b>March 2017</b>
<b>Perspective Plan 2015-20</b>	<b>Outcome during 2016-17</b>
01. Truss Roofing of the 1 <sup>st</sup> floor roof of the age old college building	100 % work completed
02. Maintenance of the electrical wirings of the age old college building	100 % work completed
03. Renovation and colouring of the age old college building	90 % work completed
04. Construction of the New building - for library, Bengali PG Department, Computer Department and Geography Department	100 % work completed (except flooring of the first floor and colouring)
05. Procurement of furniture for classrooms, laboratories, library, office , computer centres	Partially completed
06. Procurement of equipments for laboratories	Completed
07. Procurement of computers for computer centres	Yet to be done
08. Modernization of the staffroom	Yet to be done
09. Upgradation of the laboratories	Yet to be done
10. Upgradation of classrooms and seminar halls and the office rooms	Yet to be done
11. Procurement of computers, teaching aids and language lab equipment, books and journals	Yet to be done Purchase of Books out of CPE fund
12. Automation and security of library	Yet to be done
13. Building strong internet connectivity	Yet to be done
14. Building Green and Clean campus with Expanding LED coverage	Initiative started
15. Harnessing solar power and Harvesting rain water for campus use	Yet to be done
16. Regular Attendance	Initiative started
17. Participation of Students in Campus Life	Yet to be done
18. Mentoring and development of Teacher students relation	Yet to be done
19. Exchange programmes – teachers and students	Yet to be done
20. Faculty enrichment programmes	National Seminar conducted by Dept of Chemistry

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body    Yes     No   
Management     Syndicate     Any other body

AQAR was presented before the IQAC members on 02.10.2018 by the IQAC Coordinator. Thereafter AQAR was presented before the Management Committee members on 22.11.2018. 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.

Provide the details of the action taken

Management suggested feedback system should be more regular and streamlined

**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	x	x	x	x
PG	x	x	1	x
UG	15	x	x	x
PG Diploma	x	x	x	x
Advanced Diploma	x	x	x	x
Diploma	x	x	x	x
Certificate	x	x	x	x
Others	x	x	x	3
<b>Total</b>	15	x	1	3

Interdisciplinary	x	x	x	x
Innovative	x	x	x	x

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

## (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	
Annual	15

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

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

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

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

Bengali PG introduced with intake capacity of 50 students having independent Board of Studies represented by University Teachers from Presidency University and University of Kolkata



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	40 + 1*	11	14	0	15

\* Principal: 1

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
	3	9							3	9

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 Seminars/ Workshops	0	10	1
Presented papers	2	10	0
Resource Persons	1	1	2

2.6 Innovative processes adopted by the institution in Teaching and Learning

1. Regular PPT classes
2. Project work
3. Field work
4. Home Assignments
5. Micro Teaching

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)

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

2.10 Average percentage of attendance of students 41%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	637		13			64.8
B Com	11					25
BSc	51		03			94.1

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

The IQAC holds six to seven meetings in a year

- During the IQAC meeting held in May one of the Agenda remains **Matter related to consideration of teaching learning process, structure and methods** – this meeting relates to Academic Plan Meeting
- During the IQAC meeting held in Nov one of the Agenda remains **Matter related to consideration of teaching learning process, structure and methods** – this meeting relates to Academic Review Meeting

2.13 Initiatives undertaken towards faculty development

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

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	26	09	0	05
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 and 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 recommends to 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	2			
Outlay in Rs. Lakhs	580000			

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	8		
Non-Peer Review Journals			1
e-Journals			
Conference proceedings	1		

#### 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 (other than compulsory by the University)				
Any other (Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		UGC			

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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

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

- Organisation of the District Sports on behalf of the Govt of West Bengal during Jan 2017

#### 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		Library	RUSA	1480445
Class rooms		Virtual Class Room	WB Govt	300000
Laboratories				
Seminar Halls				
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		246397	RUSA	407616
		161219	UGC	
Others Plywood for partition furniture		148915	RUSA	2275871
		1922260	RUSA	
		166746	UGC	
		37950	UGC	
Software				

4.2 Computerization of administration and library

1. Staff provided with [www.bscollegeadmission.org](http://www.bscollegeadmission.org) – that enables them to conduct online admission and fees receipt
2. Institution provided with
  1. [www.bscadmission.in/Feedback](http://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](http://bankimsardarcollege.org/bsadmin/notice_board.php) – that enables sending online notifications in college website
  4. <http://teachersdairy.in/bsc> -Teachers provided with online application- teacher’s diary to maintain their leave record and class record.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20600	NA	1656	548085	22256	NA
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	51	NA		1	1	6	16	29
Added	01			0	0	1	0	0
Total	52			1	1	7	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	154738
ii) Campus Infrastructure and facilities	5030608
iii) Equipments	10303
iv) Others	
<b>Total :</b>	5195649

## 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

In addition to the above awareness gets transmitted through

- College website
- Principal's SMS Notification
- Digital display board
- Prospectus / Chatrasaathi (Bengali version)
- Notice Board
- Word of mouth in classroom
- Notice in circulation

#### 5.2 Efforts made by the institution for tracking the progression

Teacher – students relationship at the departmental level

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3002	40	0	3042

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	1782	58.6		1206	41.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
518	1840	94	443	2	2895	630	1847	107	455	6	3042

Demand ratio 1: 1.94

Dropout % 18%

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

Through UGC- COP programme

No. of students beneficiaries

89

#### 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
  - a. Teaching-learning evaluation
  - b. Regarding class attendance / examination attendance
  - c. Discussion relating to job market /entrepreneurship
  - d. Discussion relating to higher education
  - e. Personal problems
  - f. Socio-political problems
  - g. Grievance regarding examinations / evaluation
  - h. Value education
  - i. Health related issues
  - j. Support for slow learners

No. of students benefitted

1210

### 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

### 5.8 Details of gender sensitization programmes

### 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 level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	2155	
Financial support from other sources		
Number of students who received International/ National recognitions		

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: \_\_\_\_\_

## 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 21<sup>st</sup> 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

1. **SMS Gateway Database** – <https://www.bscadmission.in/sms/login.php> Principal can make one click communication with teachers students and staff and can maintain the database of all SMS sent (chronologically)
2. **Students' Admission Database** – Maintained in [www.bscadmission.in](http://www.bscadmission.in) from admission to fees paid to Stipend

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

##### 6.3.1 Curriculum Development

Strategies adopted for curriculum offer

1. Horizontal expansion of curriculum i.e. introduction of new subjects at the undergraduate level
2. Vertical expansion of curriculum i.e. introducing PG in the subjects taught at the UG level
3. Introduction of new subjects through self financing mode
4. Introduction of Add-on Courses

Strategies adopted for curriculum enrichment

1. Development of modular curriculum
2. Providing web based study materials
3. Providing “bridge study materials”

##### 6.3.2 Teaching and Learning

IQAC holds periodic meeting to discuss matters related to teaching learning

1. During the IQAC meeting held in May one of the Agenda remains ***Matter related to consideration of teaching learning process, structure and methods*** – this meeting relates to Academic Plan Meeting
2. During the IQAC meeting held in Nov one of the Agenda remains ***Matter related to consideration of teaching learning process, structure and methods*** – this meeting relates to Academic Review Meeting

### 6.3.3 Examination and Evaluation

IQAC aims at periodic evaluation and for the purpose encourages teachers to conduct monthly tests of their students with or without MCQ question pattern

### 6.3.4 Research and Development

IQAC encourages the Teachers to apply for MRP, MPhil and PhD along with paper publications

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. The campus is wifi enabled
2. The Computer Centre has 15 desktops
3. Seminar room has 1 projector
4. 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
5. Teachers provided with
  1. either desktop or laptops
  2. Teaching aid software [www.bankimsardarcollege.org/tas](http://www.bankimsardarcollege.org/tas)
6. Staff provided with [www.bscadmission.in](http://www.bscadmission.in) – that enables them to conduct online admission and fees receipt
7. Institution provided with
  1. [www.bscollegefeedback.org](http://www.bscollegefeedback.org) – that enables obtaining feedback from different stakeholders
  2. [http://bankimsardarcollege.org/bsadmin/student\\_manage.php](http://bankimsardarcollege.org/bsadmin/student_manage.php) – that enables sending bulk SMS to all students
  3. [http://bankimsardarcollege.org/bsadmin/notice\\_board.php](http://bankimsardarcollege.org/bsadmin/notice_board.php) – that enables sending online notifications in college website

### 6.3.6 Human Resource Management

Head of the Institution encourages participatory management

### 6.3.7 Faculty and Staff recruitment

As a govt aided college the college do not have any scope of recruiting

### 6.3.8 Industry Interaction / Collaboration

### 6.3.9 Admission of Students

Fairness and Transparency in Admission ensured through online admission through online platform [www.bscadmission.in](http://www.bscadmission.in)

6.4 Welfare schemes for

Teaching	Travel Allowance
Non teaching	Travel Allowance
Students	Students' Health Home

6.5 Total corpus fund generated

NA

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	GB
Administrative	No		Yes	GB

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?

The university aims at introducing semester system and choice based credit system

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

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

Computer training

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

Campus Clean and Green programme



**Criterion – VII**

**7. Innovations and Best Practices**

7.1. Innovations introduced during 2016 –17 which have created a positive impact on the functioning of the institution. Give details.

The college introduced Online Admission wherein the students got the opportunity to directly apply for admission and merit list got generated through online in terms of academic scores and reservation rules. The admission merit list got communicated to the students through the college website and the SMS gateway. Students were highly benefitted as they were not required to come to the college for admission and thus were able to avoid meeting the “outside rent seekers” demanding money for admission. The institution was thus able to create a positive impact on the functioning of the college as the real as the benefits of admission passed on to the real beneficiary. Transparency and fairness was thus ensured

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

<b>Annual Plan of Action - 2016-17</b>	<b>Achievements 2016-17</b>
Towards Vertical expansion of curriculum	<b>Sept 2016</b> - Post Graduation introduced in Department of Bengali
Towards Betterment of Teaching Learning Evaluation	<b>Nov 2016</b> - New Principal who joined the college during Nov 2016 initiated an innovative Academic Movement - <i>Students Back to Classroom</i> – a programme destined to increase students’ attendance in the classes
Towards Politics free students life in college campus	<b>Feb 2017</b> - New Principal conducted Students Election conforming to Lyngdoh Commission recommendations and as no student were having 75% class attendance activities of Students’ Union got banned
Towards Betterment of Campus Life	<b>March 2017</b> - Entry of outsiders in the college campus got strictly prohibited
RUSA grant utilization	<b>Sept 2015</b> – the 1 <sup>st</sup> Instalment of RUSA grant obtained and UC submitted in March 2016 <b>Sept 2016</b> – the 2 <sup>nd</sup> Instalment of RUSA grant obtained and UC submitted in March 2017
CPE grant utilization	<b>Jan 17, 2017</b> – the 1 <sup>st</sup> Instalment of CPE grant obtained – utilization made in 2017-18
PC Chandra grant utilization	<b>Jan 05, 2017</b> – the 1 <sup>st</sup> Instalment of PC Chandra grant obtained
Govt of WB grant for Virtual Classroom	<b>March 2017</b>
Govt of WB grant for District Sports	<b>March 2017</b>

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

Students Back to Classroom

Entry of outsiders strictly prohibited in college campus created a positive impact on the functioning of the institution as that marked the 1<sup>st</sup> step towards building an ambience for better teaching learning and students' participation in campus life

7.4. Contribution to environmental awareness / protection

Solar power plant

Rain water harvesting

LED Cover

Campus Clean and Green

7.5. Whether environmental audit was conducted?    Yes        No   

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

<b>Strength</b>	<b>Weaknesses</b>
<i>Campus with very large area – 30 acres Committed and dedicated staff Students Discipline</i>	<i>Very less self belief</i>
<b>Opportunities</b>	<b>Threats</b>
<i>The college serves the SC community (83%)</i>	Teachers face the challenge of making use of ICT in every sphere of teaching-learning evaluation

## 8. Plans of institution for next year 2017-18

Plan of Action for 2017-18
<b>Perspective Plan (2015-20)</b>
01. Renovation and protection of the 1 <sup>st</sup> floor roof of the age old college building - Completed
02. Renovation and maintenance of the electrical wirings of the age old college building Completed
03. Renovation and colouring of the age old college building age old college building - Completed
04. Construction of the New building for library, Bengali PG Department, Computer Department and Geography Department - ground floor completed
05. Procurement of furniture for classrooms, laboratory, library, office - To be done
06. Procurement of equipments for laboratories - To be done
07. Procurement of computers for computer centre - To be done
08. Modernization of the staffroom - To be done
09. Upgradation of the laboratories - To be done
10. Upgradation of classrooms and seminar halls and the office rooms - To be done
11. Procurement of computers, teaching aids and language lab equipment, books and journals - To be done
12. Library Automation - To be done
13. Strong internet connectivity - To be done
14. Building Green and clean campus - To be done
15. Expanding LED coverage - To be done
16. Harnessing Solar power for campus use - To be done
17. Harvesting rain water - To be done
18. Attendance scholarship - To be done
19. Exchange programmes - To be done
20. Faculty enrichment programmes -
<b>Annual Plan (2017-18)</b>
01. Innovation - Designing the Attendance Tracker software and Bar-coded digital I Card
02. Round the year Students' Participation in Campus Life
03. Recognition to Achievers and Performers
04. Entry to Services
05. Mentoring
06. Seminar Library
07. Learning Management System

Name Dr. Suchandra Biswas

*Suchandra Biswas*

Signature of the Coordinator, IQAC

Name Dr. Tilak Chatterjee

*Tilak Chatterjee*

Signature of the Chairperson, IQAC

## Annexure I

### Academic Calendar

Jul-16			Aug-16		
1	Fri	<b>College Reopens</b>	1	Mon	1st year classes B Com Part I Hons Exam
2	Sat	Publication of 2nd Merit list	2	Tue	
3	<b>Sun</b>		3	Wed	
4	Mon		4	Thu	
5	Tue		5	Fri	
6	<b>Wed</b>	<b>Id ul fitr</b>	6	Sat	
7	Thu	1st year admission (2nd list)	7	<b>Sun</b>	<b>3rd year Provisional Admission</b>
8	Fri		8	Mon	
9	Sat	BCom Part II Hons Exam	9	Tue	
10	<b>Sun</b>		10	Wed	1st year classes B Com Part I Gen Exam
11	Mon	<b>1st year classes to start</b>	11	Thu	
12	Tue	<b>Students Feedback</b>	12	Fri	
13	Wed	1st year admission (2nd list)	13	Sat	<b>Last date for 3rd Yr Admission</b>
14	Thu		14	<b>Sun</b>	
15	Fri	1st year classes	15	<b>Mon</b>	<b>Independence Day</b>
16	Sat	B Com Part II Hons Exam	16	Tue	<b>3rd year classes to start</b>
17	<b>Sun</b>		17	Wed	
18	Mon	1st year classes	18	Thu	1st year and 3rd year classes BA BSc Part I Hons Exam
19	Tue	B Com Part II Gen Exam	19	Fri	
20	Wed		20	Sat	
21	Thu	Submission of application for Admission to Hostel	21	<b>Sun</b>	
22	Fri		22	Mon	1st year and 3rd year classes BA BSc Part I Gen Examinations
23	Sat	Library Day	23	Tue	
24	<b>Sun</b>		24	Wed	
25	Mon		25	<b>Thu</b>	<b>Janmastami</b>
26	Tue	1st year classes	26	Fri	<b>1st year MCQ Test 1</b>
27	Wed	B Com Part I Hons Exam	27	Sat	<b>Last date of Registration</b>
28	Thu		28	<b>Sun</b>	
29	Fri		29	Mon	1st year and 3rd year classes BA BSc Part I Gen Examinations
30	Sat	Last date for Hostel Admission	30	Tue	
31	<b>Sun</b>		31	Wed	
Teaching days			Teaching days		
18			25		

Sep-16			Oct-16		
1	Thu	1st year and 3rd year classes BA BSc Part I Gen Exam	1	Sat	Home assignment 3rd year
2	Fri		2	Sun	Gandhi Birthday
3	Sat		3	Mon	1st year MCQ Test 3
4	Sun	<b>2nd year Provisional Admission</b>	4	Tue	2nd year MCQ Test 1
5	Mon		5	Wed	3rd year MCQ Test 2
6	Tue		6	Thu	Festival vacation
7	Wed		7	Fri	
8	Thu		8	Sat	
9	Fri	1st year and 3rd year classes	9	Sun	
10	Sat	Last date for 2nd Yr Admission	10	Mon	Festival vacation
11	Sun		11	Tue	
12	Mon	Id uz zoha	12	Wed	
13	Tue	Freshers Welcome	13	Thu	
14	Wed	2nd year classes to start	14	Fri	
15	Thu		15	Sat	
16	Fri	Viswakarma Puja	16	Sun	
17	Sat		17	Mon	Festival vacation
18	Sun		18	Tue	
19	Mon		19	Wed	
20	Tue		20	Thu	
21	Wed		21	Fri	
22	Thu		22	Sat	
23	Fri	1st year MCQ Test 2	23	Sun	
24	Sat	3rd year MCQ Test 1	24	Mon	Festival vacation
25	Sun		25	Tue	
26	Mon	Seminar for Chemistry	26	Wed	
27	Tue	Seminar for Physics	27	Thu	
28	Wed	Seminar for Botany	28	Fri	
29	Thu	Seminar for Zoology	29	Sat	
30	Fri	Mahalaya	30	Sun	
			31	Mon	Festival vacation
Teaching days			Teaching days		
24			3		

Nov-16			Dec-16		
1	Tue	<b>Festival vacation</b>	1	Thu	Seminar for Commerce
2	Wed		2	Fri	Seminar for English
3	Thu	<b>College Reopens</b>	3	Sat	College Social
4	Fri	Submission of Home Assinment 3rd year	4	<b>Sun</b>	
5	Sat		5	Mon	Seminar for Sanskrit
6	<b>Sun</b>	<b>Jagadharti Puja</b>  <b>1st year students -</b> Submission of annual tuition fees	6	Tue	<b>2nd year Final Admission</b> (Online) and submission of annual tuition fees
7	Mon		7	Wed	
8	<b>Tue</b>		8	Thu	
9	Wed		9	Fri	
10	Thu		10	Sat	
11	Fri		11	<b>Sun</b>	
12	Sat		12	Mon	
13	<b>Sun</b>		13	<b>Tue</b>	<b>Fateah Doaz Doham</b>
14	<b>Mon</b>	<b>Gurunanak Birthday</b>	14	Wed	<b>3rd year Test</b> (25 marks 60 mins) 1 long question 15 marks 10 short questions 10 marks
15	Tue	<b>3rd year Final Admission</b> (Online) and submission of annual tuition fees	15	Thu	
16	Wed		16	Fri	
17	Thu		17	Sat	
18	Fri		18	<b>Sun</b>	
19	Sat		19	Mon	<b>1st year MCQ Test 5</b>
20	<b>Sun</b>		20	Tue	<b>2nd year MCQ Test 3</b>
21	Mon	<b>1st year MCQ Test 4</b>	21	Wed	
22	Tue	<b>2nd year MCQ Test 2</b>	22	Thu	<b>Home assignment 2nd year</b>
23	Wed	<b>3rd year MCQ Test 3</b>	23	Fri	
24	Thu	Seminar for History	24	Sat	Students Election
25	Fri	Seminar for Pol Science	25	<b>Sun</b>	<b>Christmas</b>
26	Sat	Seminar for Education	26	Mon	<b>3rd year Academic Report</b> Attendance Report MCQ Test 1,2,3 Report Home Assignment Report Test Examination Report
27	<b>Sun</b>		27	Tue	
28	Mon		28	Wed	
29	Tue		29	Thu	
30	Wed		30	Fri	
			31	Sat	
		Teaching days			Teaching days
		22			22

Jan-17			Feb-17		
1	<b>Sun</b>	New Years Day	1	<b>Wed</b>	<b>Saraswati Puja</b>
2	Mon	College Reopens	2	<b>Thu</b>	<b>Saraswati Puja</b>
3	Tue		3	Fri	College Sports
4	Wed		4	Sat	College Sports
5	Thu	<b>Submission of Home Assinment 2nd year</b>	5	<b>Sun</b>	
6	Fri		6	Mon	<b>2nd year Academic Report</b> Attendance Report MCQ Test 1,2,3,4 Report Home Assignment Report Test Examination Report
7	Sat	Seminar for Economics	7	Tue	
8	<b>Sun</b>		8	Wed	
9	Mon	<b>1st year MCQ Test 6</b>	9	Thu	
10	Tue	<b>2nd year MCQ Test 4</b>	10	Fri	
11	Wed		11	Sat	
12	Thu		12	<b>Sun</b>	
13	Fri	<b>Home Assignment 1st year</b>	13	Mon	<b>1st year Test</b> (25 marks 60 mins) 1 long question 15 marks 10 short questions 10 marks
14	<b>Sat</b>	<b>Pous sankranti</b>	14	Tue	
15	<b>Sun</b>		15	Wed	
16	Mon	<b>2nd year Test</b> (25 marks 60 mins) 1 long question 15 marks 10 short questions 10 marks	16	Thu	<b>2nd year CU form fill up</b>
17	Tue		17	Fri	
18	Wed		18	Sat	
19	Thu		19	<b>Sun</b>	
20	Fri		20	Mon	
21	Sat	<b>3rd year CU form fill up</b>	21	Tue	
22	<b>Sun</b>		22	Wed	
23	<b>Mon</b>	<b>Netazi Birthday</b>	23	Thu	
24	<b>Tue</b>	<b>CU Foundation Day</b>	24	Fri	
25	<b>Wed</b>	<b>Maghotsab</b>	25	<b>Sat</b>	<b>Founder's Day</b>
26	<b>Thu</b>	<b>Republic Day</b>	26	<b>Sun</b>	
27	Fri	Study Tour for Zoology and Botany	27	Mon	
28	Sat		28	Tue	
29	<b>Sun</b>				
30	Mon	<b>Submission of Home Assignment 1st year</b>			
31	Tue				
Teaching days			Teaching days		
21			13		

Mar-17			Apr-17		
1	Wed		1	Sat	
2	Thu		2	<b>Sun</b>	
3	Fri		3	Mon	Exam preparatory classes Special guidance for Practical
4	Sat		4	Tue	
5	<b>Sun</b>		5	Wed	
6	Mon	<b>1st year Academic Report</b> <b>Attendance Report</b> <b>MCQ Test 1,2,3,4,5,6 Report</b> <b>Home Assignment Report</b> <b>Test Examination Report</b>	6	Thu	
7	Tue				
8	Wed				
9	Thu				
10	Fri				
11	Sat				
12	<b>Sun</b>		10	Mon	Exam preparatory classes Special guidance for Practical
13	<b>Mon</b>	<b>Doljatra</b>	11	Tue	
14	Tue		12	Wed	
15	Wed		13	Thu	
16	Thu	<b>1st year CU form fill up</b>	14	<b>Fri</b>	<b>Bengali New Year</b>
17	Fri		15	<b>Sat</b>	<b>Easter Saturday</b>
18	Sat		16	<b>Sun</b>	
19	<b>Sun</b>		17	Mon	Exam preparatory classes Special guidance for Practical
20	Mon	18	Tue		
21	Tue	19	Wed		
22	Wed	20	Thu		
23	Thu	21	Fri		
24	Fri	22	Sat		
25	Sat		23	<b>Sun</b>	
26	<b>Sun</b>		24	Mon	Exam preparatory classes Special guidance for Practical
27	Mon		25	Tue	
28	Tue		26	Wed	
29	Wed	NCC Week	27	Thu	
30	Thu		28	Fri	
31	Fri		29	Sat	
			30	<b>Sun</b>	
Teaching days			Teaching days		
26			19		



May-17			Jun-17		
1	Mon	Exam preparatory classes Special guidance for Practical	1	Thu	Summer Recess
2	Tue		2	Fri	Submission of Dept
3	Wed		3	Sat	Annual Budget
4	Thu		4	<b>Sun</b>	
5	Fri		5	Mon	Summer Recess CU exam 1st year Admission
6	Sat		6	Tue	
7	<b>Sun</b>	<b>Rabindra Jayanti</b>	7	Wed	
8	Mon	Exam preparatory classes Special guidance for Practical	8	Thu	
9	Tue		9	Fri	
10	Wed		10	Sat	
11	Thu		11	<b>Sun</b>	
12	Fri		12	Mon	Summer Recess CU exam 1st year Admission
13	Sat		13	Tue	
14	<b>Sun</b>	14	Wed		
15	Mon	Summer Recess CU exam Prospectus Building	15	Thu	
16	Tue		16	Fri	
17	Wed		17	Sat	
18	Thu		18	<b>Sun</b>	
19	Fri		19	Mon	Summer Recess CU exam 1st year Admission
20	Sat		20	Tue	
21	<b>Sun</b>	21	Wed		
22	Mon	Summer Recess CU exam Academic Calendar Preparation	22	Thu	
23	Tue		23	Fri	
24	Wed		24	Sat	
25	Thu		25	<b>Sun</b>	
26	Fri		26	Mon	Summer Recess CU exam 1st year Admission
27	Sat		27	Tue	
28	<b>Sun</b>	28	Wed		
29	Mon	Summer Recess Submission of Dept of Academic Plan	29	Thu	
30	Tue		30	Fri	
31	Wed				
Teaching days			Teaching days		
12			0		

