The Annual Quality Assurance Report (AQAR) of the IQAC 2017-18

Part – A

1. Details of the Institution

1.1Name 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 till September 2017 Dr Krishna Basu from October 2017 to March 2018 Dr. Suchandra Biswas from April 2018
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:	*www.bankimsardarcollege.org*
Web-link of the AQAR:	*www.bankimsardarcollege.org/aqar17-18.docx*

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC: 01/01/2008

1.8 AQAR for the year 2017-18

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)
10) AQAR__2016-2017 submitted on 17/12/2018_____ (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) Calcutta University

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	5
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	0
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	6

2.11 No. of meetings with various stakeholders: No. 7 Faculty 3

Non-Teaching Staff /Students 3 Alumni 1 Others 0

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. 3 International ☐ National 1 State 1 Institution Level 1

(ii) Themes

1. "Deshkaler prekshite Bharatiya kathasahityer bibartan"—National level
2. "Advancement of biological sciences towards new generation"- State level

2.14 Significant Activities and contributions made by IQAC (2017-18)

The following are the major contributions of IQAC

- *Curriculum Enhancement*
  - *Geography introduced (UG)*
- *Laboratory up-gradation*
  - *Physics Electronics lab*
  - *Bio Chemistry Lab*
  - *Physical Chemistry Lab*
  - *Physics Computer Lab*
- *New Library Entry to Service Workstations – Seminar Library*
- *Smart Class Room in the Department of Science*
- *Language Lab in the Department of English*
- *Classroom up-gradation with the use of Lectern and Projector and better seating arrangement*
- *Library Automation with KOHA software, CCTV surveillance, Biometric access control, Library Portal, Learning Management System and RFID*
- *Computer Centre with 30 workstations*
- *Seminar Hall up-gradation*
- *Office modernization with high speed internet connectivity, online UPS, CCTV surveillance, robust server*
- *Mentoring space - Seminar library*
- *New Library building (5000 sq feet) inauguration*
- *Larger students participation in campus life*
- *Six day College Week* - Sundarmon – *18th Dec to 24th Dec 2017 - was observed - 304 student mentees under the guidance of 26 teacher mentors participated and performed in several students centric events – debate, quiz, extempore, mock parliament, lateral thinking exercise, poster competition, etc*
- *Exchange Programmes*
  1. *Feb 3 & 4, 2018 – Students from the college visited Santiniketan*
  2. *Mar 18, 19, 2018 – Students from Santiniketan visited the college*
- *CPE Seminars*
  1. *Sept 12, 2017 – State Level Seminar by Dept of Zoology and Botany*
  2. *Sept 15,16 2017 – National Level Seminar by Dept of Bengali*
- *Building Green and Clean Campus*
  1. *Solar Power Plant*
  2. *Rain water harvest*
- *Innovations made*
  1. *Bar coded attendance tracker for students*
  2. *Learning Management system for teachers*
  3. *Staff Attendance Portal*
  4. *File tracker for Principal*
  5. *Library Attendance portal for library user*

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 2016- 2021
3. Grants from any other sources as and when made available

The Annual Plan of action and achievements for 2017-18 are as follows

Annual Plan of Action - 2017-18	**Achievements 2017-18**
01. Towards expansion of curriculum	Geography introduced (UG)
02. Procurement of furniture for classrooms, laboratories, library, office , computer centres	Partially completed
03. Procurement of computers for computer centres	Partially completed
04. Upgradation of the laboratories	Completed
05. Upgradation of classrooms and seminar halls and the office rooms	Completed
06. Procurement of teaching aids and language lab equipment, books and journals	Completed Purchase of Books out of CPE fund
07. Procurement of computers	Partially completed
08. Automation and security of library	Partially completed
09. Building strong internet connectivity	Completed
10. Building Green and Clean campus with Expanding LED coverage	Initiative started
11. Harnessing solar power and Harvesting rain water for campus use	Completed
12. Regular Attendance	Initiative started
13. Participation of Students in Campus Life	Initiative started
14. Mentoring and development of Teacher students relation	Initiative started
15. Exchange programmes – teachers and students	Initiative started
16. Faculty enrichment programmes	National Seminar conducted by Dept of Bengali State level Seminar conducted by Depts of Botany and Zoology Books with ISBN no published by Dept of Bengali Depts of Botany and Zoology

** 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 on16.11.2018 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.

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	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
Total	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 (PG Bengali) + 2 (BCom Hons and General CBCS courses introduced)
Trimester	
Annual	15 (includes ongoing BCom Hons and General courses)

1.3 Feedback from stakeholders* Alumni [✓] Parents [✓] Employers [ ] Students [✓]
(On all aspects)(Annexure-2)

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

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects. No

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

General course in Geography introduced

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43 + 1*	12	14	0	17

* Principal: 1

2.2 No. of permanent faculty with Ph.D. 13

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
2	8							2	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

0 | 10 | 6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	2	1	2
Presented papers	4	8	3
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning

Regular PPT classes — Project work
Field work — Home Assignments
Micro Teaching

2.7 Total No. of actual teaching days during this academic year 189

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

Continuous class tests by teachers

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

5 (PG Bengali) | 0 | 0

2.10 Average percentage of attendance of students 78%

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	521		9			65.1%
B Com	13					84.6%
BSc	52		3			80.8%

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

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others short term course NCC camp	 2 1

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 advices 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	4	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	6	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. 2 Chapters in Edited Books 1

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 NA

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1	1		
Sponsoring agencies		UGC	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	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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
		1 (Best poster award in National Seminar)				

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 50 State level

National level International level

3.22 No. of students participated in NCC events:

University level State level 60

National level 2 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	3
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS	1	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 (in Rs)	Source of Fund	Total
Campus area				
Class rooms (upgradation)		752719.00 1014387	College fund UGC-CPE	
Laboratories Upgradation (Electronics Lab, Biochemistry Lab, Physical Chemistry Lab		1774753	UGC-CPE	
Seminar Halls		819906	UGC-CPE	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		1541507 1995453	UGC-CPE UGC-COP	
Others Solar Power Attendance portal for students and staff Office file tracking software Strengthening of Internet		574423 337000 70800 189386	UGC-CPE	

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://teachersdairy.in/bsc -Teachers provided with online application- teacher's diary to maintain their leave record and class record.
    5. www.bscadmission.in/BSC_File_Tracking - Office file tracking software
    6. www.bscadmission.in/LMS - Learning management system
    7. KOHA software for library automation
    8. Installation of RFID
    9. College attendance portal www.dailyroaster.co.in

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs)	No.	Value
Text Books	22471	NA	1656 142 (from MRP)	537046 156029 (from MRP)	24269	NA
Reference Books						
e-Books						
Journals	1846		24		1870	
e-Journals						
Digital Database						
CD & Video						
Others (specify) Library automation KOHA software Library portal CCTV Biometric access control RFID LMS				506881		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	46	NA		1	1	6	3	37
Added	52	1 (Physics Computer Lab)	New internet connection	1 (Entry to service section)	Upgraded and shifted	4	6	42
Total	98	1				10	9	79

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

- Computer training for teachers, staff and students
- Entry to service browsing centre
- Strengthening of Internet services
- File tracking system introduced in office
- Learning management system introduced
- Library automation initiatives started
- College attendance portal www.dailyroaster.co.in

4.6 Amount spent on maintenance in Rupees:

i) ICT	43984
ii) Campus Infrastructure and facilities	60913.00
iii) Equipments	67417
iv) Others (software, website)	78172.00
Total :	250486

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
2611	43	0	0

(b) No. of students outside the state: 1

(c) No. of international students: 0

Men	No	%
	1472	55.5

No	%	Women
1182	44.5	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
630	1847	107	455	6	3042	586	1584	83	401	7	2654

Demand ratio 1: 1.85 Dropout % 10%

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

Through UGC- COP programme

No. of students beneficiaries: 173

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 – Students meet the teachers in the Seminar Library reading room (5000 sq feet) beyond class hours for any guidance necessary 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
3) Entry to service counseling – students are also benefitted by way of obtaining career counseling by the entry to service cell.
4) Teachers act as mentors to bring out the confidence latent in the students and make them feel that they can excel. Under the guidance of the mentors student mentees participated in different student centric events.

No. of students benefitted | 855 |

5.7 Details of campus placement

On campus			***Off Campus***
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Nari Siksha Dibash (Oct 30) Teachers celebrated the 150th birth anniversary of Sister Nibedita as Women's Education Dibash

Nari Suraksha Dibash (Dec 08) A seminar was organised to spread awareness about Woman Trafficking and the necessity of learning the art of Self Defence for Women

Nari Dibash (Mar 08) Women's Day was celebrated with Seminar on Gender Disparity in India and Workshop on Save the Girl Child,

5.9 Students Activities

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

State/ University level [44] National level [1] International level [ ]

No. of students participated in cultural events

304 students participated in "Sundermon" – institution level

34 students participated in cultural exchange program – state level

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 [9] National level [1] 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	1721	
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

304 students participated in "Sundermon" – institution level

34 students participated in cultural exchange program – state level

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 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

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 from admission to fees paid to Stipend
3. **College attendance portal** www.dailyroaster.co.in
4. **Office file tracking system** www.bscadmission.in/BSC_File_tracking.php

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

IQAC has developed a system of monthly ***academic and attendance audit*** to monitor the performance of the students on a monthly basis.

To encourage the students to attend regular classes ***attendance scholarships*** are given to students having 75% class attendance

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 30 desktops
3. Seminar room has 1 projector
4. English Language Centre has 10 desktops and is equipped with a software "***Wordsworth***"
5. Staff provided with www.bscadmission.in – that enables them to conduct online admission and fees receipt
6. 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. Attendance portal www.dailyroaster.co.in
    5. File tracking system www.bscadmission.in/BSC_File_Tracking.php
7. Library provided with KOHA software
8. Teachers provided with learning management system www.bscadmission.in/LMS

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

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

CBCS system has been introduced for BCom Hons and General

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 2017 –18 which have created a positive impact on the functioning of the institution. Give details.

- Digitized College Attendance Management System

The college provides a bar coded I card to each student during the time of admission
This card helps the college to track students' attendance during the arrival time and the departure time and the arrival and departure time remains recorded and uploaded in the college attendance portal www.dailyroaster.co.in
The objective of this practice is to track class attendance of students through digital devices and appropriate attendance report can be obtained in accordance to customized search criteria

This practice so far is unparallel in West Bengal

Outcome – Class attendance have increased perceptibly

- Learning Management system
- File tracking system
- Staff Attendance Portal
- Library Portal

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

Annual Plan of Action – 2017-18	Achievements 2017-18
Towards expansion of curriculum	o Geography introduced (UG)
Towards Betterment of Teaching Learning Evaluation	o Monthly Academic and Attendance Audit o Tracking of college attendance through "Digitized College Attendance Management System" o For encouraging class attendance students having attendance of more than 75% were given attendance scholarships of Rs.2000/-
Towards inculcating self-belief among students	Several student centric events round the year under the mentorship of teachers
CPE grant utilization	Utilisation of 1st instalment of CPE grant – Laboratory up-gradation Classroom and seminar room up-gradation Procurement of Computers English Language laboratory set up Improvement of internet services Library automation Procurement of Teaching aids Procurement of books 10 KVA Solar power plant project Rain water harvesting Teachers' enrichment programmes Maintenance of equipments Cultural exchange programme Smart classroom
Complete utilisation of COP	Complete utilisation of COP grant

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

- Holistic development of students
- Continuous Internal assessment

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)

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

8. **Plans of institution for next year 2018-19**

Plan of Action for 2018-19
• *Work to be completed* a. *Geography Laboratory Development* b. *Staff Room upgradation* c. *Computer Centre workstation modernization* d. *Colouring of the college main building* e. *Completion of the solar power plant project* f. *Biodiversity project* • *Work to continue* a. *July 1, 2018 - Abhibhabak Dibash* b. *July 2, 2018 - Abhishek Dibash* c. *July 7, 2018 - e-saksharata Dibash* d. *Aug 15, 2018 - Swadhinata Dibash* e. *Aug 27, 2018 - Bandhan Dibash* f. *Sept 5, 2018 - Sikkhak Dibash* g. *Sept 11, 2018 - Sept 18, 2018 - Sampriti Saptaha* h. *Oct 2, 2018 - Swachata Dibash* i. *Oct 13, 2018 - Sikkharti Dibash* j. *Dec 24, 2018 – Sanmanana Dibash* k. *Dec 19, 2018 – Dec 25 – Sundarmon* l. *Jan 23, 2019 - Sourjya Dibash* m. *Jan 26, 2019 - Prajatantra Dibash* n. *Feb 9,10 2019 - Bani Bandana Dibash* o. *Feb 21, 2019 - Matri Bhasa Dibash* p. *Feb 28, 2019 - Gourab Dibash - Achievers Day* q. *Mar 08, 2019- Nari Dibash*

Name Dr. Krishna Basu

Signature of the Coordinator, IQAC

Name Dr. Tilak Chatterjee

Signature of the Chairperson, IQAC

Annexure I

ACADEMIC CALENDAR - July to Dec 2017

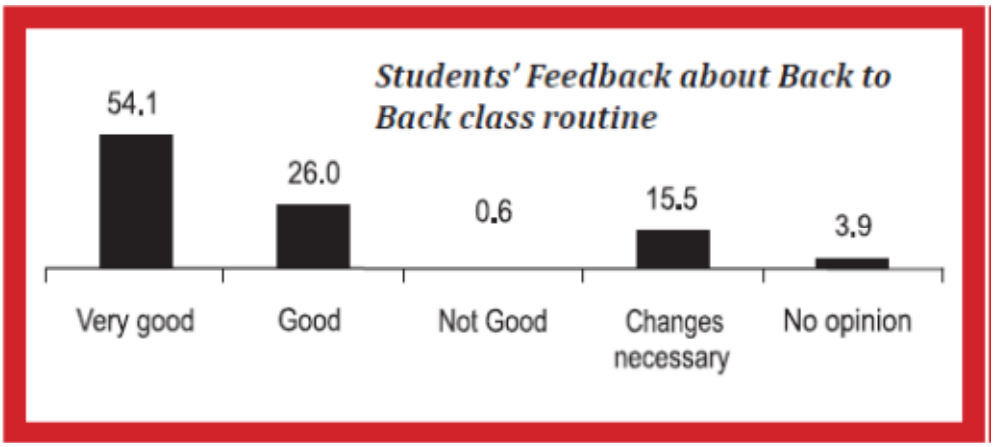
01-Jul	**Induction Meeting**	01-Aug	1st & 3rd year	01-Sep	All Three Years
02-Jul	**Sun**	02-Aug	1st & 3rd year	02-Sep	**Id-ul-joha**
03-Jul	1st & 3rd year	03-Aug	1st & 3rd year	03-Sep	**Sun**
04-Jul	1st & 3rd year	04-Aug	1st & 3rd year	04-Sep	All Three Years
05-Jul	1st & 3rd year	05-Aug	1st & 3rd year	05-Sep	All Three Years
06-Jul	1st & 3rd year	06-Aug	**Sun**	06-Sep	All Three Years
07-Jul	1st & 3rd year	07-Aug	1st & 3rd year	07-Sep	All Three Years
08-Jul	1st & 3rd year	08-Aug	1st & 3rd year	08-Sep	All Three Years
09-Jul	**Sun**	09-Aug	1st & 3rd year	09-Sep	All Three Years
10-Jul	1st & 3rd year	10-Aug	1st & 3rd year	10-Sep	**Sun**
11-Jul	1st & 3rd year	11-Aug	1st & 3rd year	11-Sep	All Three Years
12-Jul	1st & 3rd year	12-Aug	1st & 3rd year	12-Sep	All Three Years
13-Jul	1st & 3rd year	13-Aug	**Sun**	13-Sep	All Three Years
14-Jul	1st & 3rd year	14-Aug	**Janmastami**	14-Sep	All Three Years
15-Jul	1st & 3rd year	15-Aug	**Independence Day**	15-Sep	All Three Years
16-Jul	**Sun**	16-Aug	1st & 3rd year	16-Sep	All Three Years
17-Jul	1st & 3rd year	17-Aug	1st & 3rd year	17-Sep	**Sun**
18-Jul	1st & 3rd year	18-Aug	1st & 3rd year	18-Sep	All Three Years
19-Jul	1st & 3rd year	19-Aug	1st & 3rd year	19-Sep	**Mahalaya**
20-Jul	1st & 3rd year	20-Aug	**Sun**	20-Sep	All Three Years
21-Jul	1st & 3rd year	21-Aug	1st & 3rd year	21-Sep	All Three Years
22-Jul	1st & 3rd year	22-Aug	1st & 3rd year	22-Sep	All Three Years
23-Jul	**Sun**	23-Aug	1st & 3rd year	23-Sep	All Three Years
24-Jul	1st & 3rd year	24-Aug	1st & 3rd year	24-Sep	**Sun**
25-Jul	1st & 3rd year	25-Aug	1st & 3rd year	25-Sep	**Festival Holiday**
26-Jul	1st & 3rd year	26-Aug	1st & 3rd year	26-Sep	**Festival Holiday**
27-Jul	1st & 3rd year	27-Aug	**Sun**	27-Sep	**Maha - saptami**
28-Jul	1st & 3rd year	28-Aug	1st & 3rd year	28-Sep	**Maha - astami**
29-Jul	1st & 3rd year	29-Aug	1st & 3rd year	29-Sep	**Maha - nabami**
30-Jul	**Sun**	30-Aug	1st & 3rd year	30-Sep	**Maha - dasami**
31-Jul	1st & 3rd year	31-Aug	1st & 3rd year		
	TD = 25		TD = 25		TD = 18

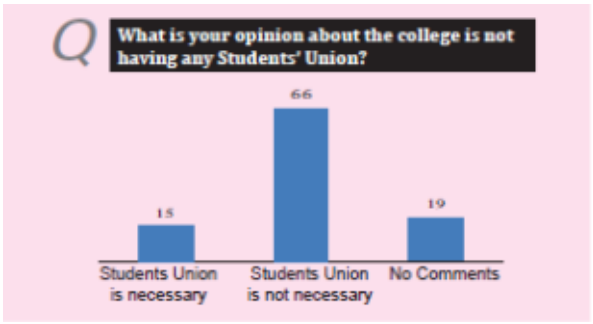
01-Oct	Sun	01-Nov	All Three Years	01-Dec	Students Freshers
02-Oct	Gandhi Birthday	02-Nov	All Three Years	02-Dec	Employees Day
03-Oct	Festival Holiday	03-Nov	All Three Years	03-Dec	Sun
04-Oct	Festival Holiday	04-Nov	Guru Nanak Jayanti	04-Dec	All Three Years
05-Oct	Lakshmi Puja	05-Nov	Sun	05-Dec	All Three Years
06-Oct	Festival Holiday	06-Nov	All Three Years	06-Dec	All Three Years
07-Oct	Festival Holiday	07-Nov	All Three Years	07-Dec	All Three Years
08-Oct	Sun	08-Nov	All Three Years	08-Dec	All Three Years
09-Oct	Festival Holiday	09-Nov	All Three Years	09-Dec	All Three Years
10-Oct	Festival Holiday	10-Nov	All Three Years	10-Dec	Sun
11-Oct	Festival Holiday	11-Nov	All Three Years	11-Dec	All Three Years
12-Oct	Festival Holiday	12-Nov	Sun	12-Dec	All Three Years
13-Oct	Festival Holiday	13-Nov	All Three Years	13-Dec	All Three Years
14-Oct	Festival Holiday	14-Nov	All Three Years	14-Dec	All Three Years
15-Oct	Sun	15-Nov	All Three Years	15-Dec	All Three Years
16-Oct	Festival Holiday	16-Nov	All Three Years	16-Dec	All Three Years
17-Oct	Festival Holiday	17-Nov	All Three Years	17-Dec	Sun
18-Oct	Festival Holiday	18-Nov	All Three Years	18-Dec	All Three Years
19-Oct	Kali Puja	19-Nov	Sun	19-Dec	All Three Years
20-Oct	Festival Holiday	20-Nov	All Three Years	20-Dec	All Three Years
21-Oct	Festival Holiday	21-Nov	All Three Years	21-Dec	All Three Years
22-Oct	Sun	22-Nov	All Three Years	22-Dec	All Three Years
23-Oct	All Three Years	23-Nov	All Three Years	23-Dec	Sports Day
24-Oct	All Three Years	24-Nov	All Three Years	24-Dec	Sun
25-Oct	All Three Years	25-Nov	All Three Years	25-Dec	Christmas Day
26-Oct	All Three Years	26-Nov	Sun	26-Dec	Winter Recess
27-Oct	All Three Years	27-Nov	All Three Years	27-Dec	Winter Recess
28-Oct	Jagadhatri Puja	28-Nov	All Three Years	28-Dec	Winter Recess
29-Oct	Sun	29-Nov	All Three Years	29-Dec	Winter Recess
30-Oct	All Three Years	30-Nov	All Three Years	30-Dec	Winter Recess
31-Oct	All Three Years			31-Dec	Sun

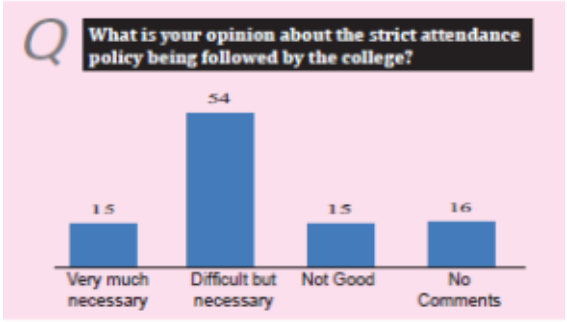
01-Jan	English New Year	01-Feb	Thu	01-Mar	Dolutsav
02-Jan	All Three Years	02-Feb	1st & 2nd year	02-Mar	1st & 2nd year
03-Jan	All Three Years	03-Feb	1st & 2nd year	03-Mar	1st & 2nd year
04-Jan	All Three Years	04-Feb	Sun	04-Mar	Sun
05-Jan	All Three Years	05-Feb	1st & 2nd year	05-Mar	1st & 2nd year
06-Jan	All Three Years	06-Feb	1st & 2nd year	06-Mar	1st & 2nd year
07-Jan	Sun	07-Feb	1st & 2nd year	07-Mar	1st & 2nd year
08-Jan	All Three Years	08-Feb	1st & 2nd year	08-Mar	1st & 2nd year
09-Jan	All Three Years	09-Feb	1st & 2nd year	09-Mar	1st & 2nd year
10-Jan	All Three Years	10-Feb	1st & 2nd year	10-Mar	1st & 2nd year
11-Jan	All Three Years	11-Feb	Sun	11-Mar	Sun
12-Jan	Swamiji Birthday	12-Feb	1st & 2nd year	12-Mar	1st & 2nd year
13-Jan	All Three Years	13-Feb	1st & 2nd year	13-Mar	1st & 2nd year
14-Jan	Sun	14-Feb	1st & 2nd year	14-Mar	1st & 2nd year
15-Jan	All Three Years	15-Feb	1st & 2nd year	15-Mar	1st & 2nd year
16-Jan	All Three Years	16-Feb	1st & 2nd year	16-Mar	1st & 2nd year
17-Jan	All Three Years	17-Feb	1st & 2nd year	17-Mar	1st & 2nd year
18-Jan	All Three Years	18-Feb	Sun	18-Mar	Sun
19-Jan	All Three Years	19-Feb	1st & 2nd year	19-Mar	1st & 2nd year
20-Jan	All Three Years	20-Feb	1st & 2nd year	20-Mar	1st & 2nd year
21-Jan	Sun	21-Feb	1st & 2nd year	21-Mar	1st & 2nd year
22-Jan	Saraswati Puja	22-Feb	1st & 2nd year	22-Mar	1st & 2nd year
23-Jan	Netaji Birthday	23-Feb	1st & 2nd year	23-Mar	1st & 2nd year
24-Jan	Foundation Day	24-Feb	1st & 2nd year	24-Mar	1st & 2nd year
25-Jan	Maghutsaav	25-Feb	Sun	25-Mar	Sun
26-Jan	Republic Day	26-Feb	1st & 2nd year	26-Mar	1st & 2nd year
27-Jan	All Three Years	27-Feb	1st & 2nd year	27-Mar	1st & 2nd year
28-Jan	Sun	28-Feb	1st & 2nd year	28-Mar	1st & 2nd year
29-Jan	All Three Years			29-Mar	1st & 2nd year
30-Jan	All Three Years			30-Mar	Good Friday
31-Jan	All Three Years			31-Mar	1st & 2nd year
	TD s = 20		TD s = 23		TD s = 25

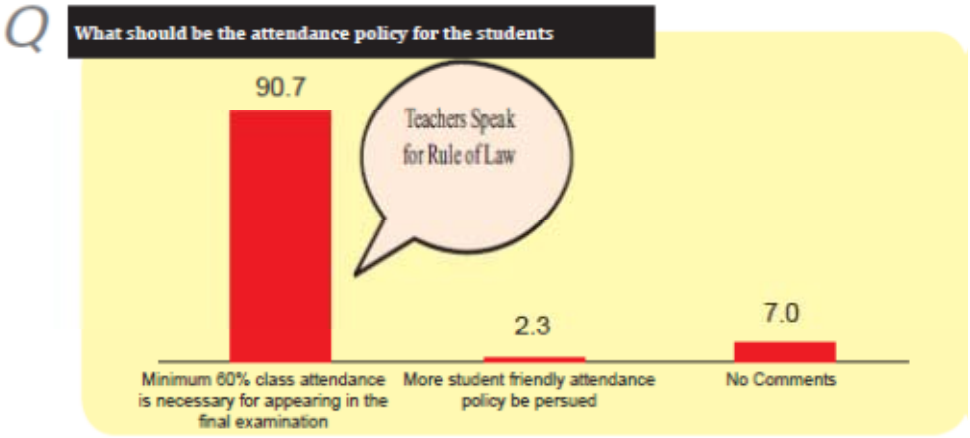
01-Apr	Sun	01-May	May Day	01-Jun	No Class
02-Apr	1st & 2nd year	02-May	Spl classes	02-Jun	No Class
03-Apr	1st & 2nd year	03-May	Spl classes	03-Jun	Sun
04-Apr	Spl classes	04-May	Spl classes	04-Jun	No Class
05-Apr	Spl classes	05-May	Spl classes	05-Jun	No Class
06-Apr	Spl classes	06-May	Sun	06-Jun	No Class
07-Apr	Spl classes	07-May	Tagore Birthday	07-Jun	No Class
08-Apr	Sun	08-May	Spl classes	08-Jun	No Class
09-Apr	Spl classes	09-May	Spl classes	09-Jun	No Class
10-Apr	Spl classes	10-May	Spl classes	10-Jun	Sun
11-Apr	Spl classes	11-May	Spl classes	11-Jun	No Class
12-Apr	Spl classes	12-May	Spl classes	12-Jun	No Class
13-Apr	Spl classes	13-May	Sun	13-Jun	No Class
14-Apr	Bengali New Year	14-May	Academic Planning	14-Jun	No Class
15-Apr	Sun	15-May	No Class	15-Jun	Id-ul-fitr
16-Apr	Spl classes	16-May	No Class	16-Jun	No Class
17-Apr	Spl classes	17-May	No Class	17-Jun	Sun
18-Apr	Spl classes	18-May	No Class	18-Jun	No Class
19-Apr	Spl classes	19-May	No Class	19-Jun	No Class
20-Apr	Spl classes	20-May	Sun	20-Jun	No Class
21-Apr	Spl classes	21-May	No Class	21-Jun	No Class
22-Apr	Sun	22-May	No Class	22-Jun	No Class
23-Apr	Spl classes	23-May	No Class	23-Jun	No Class
24-Apr	Spl classes	24-May	No Class	24-Jun	Sun
25-Apr	Spl classes	25-May	No Class	25-Jun	No Class
26-Apr	Spl classes	26-May	No Class	26-Jun	No Class
27-Apr	Spl classes	27-May	Sun	27-Jun	No Class
28-Apr	Spl classes	28-May	No Class	28-Jun	No Class
29-Apr	Sun	29-May	No Class	29-Jun	No Class
30-Apr	Spl classes	30-May	No Class	30-Jun	No Class
		31-May	No Class		
	TD s = 02				

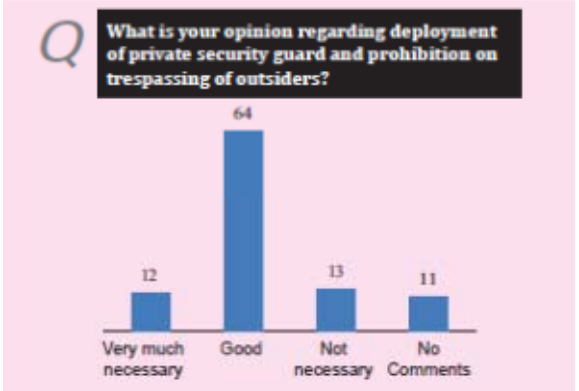
Annexure-2: Students Feedback

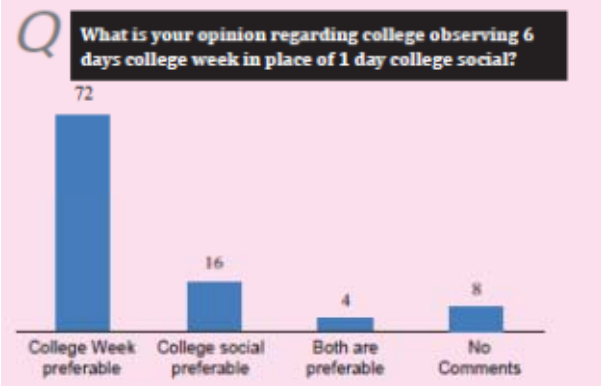












Annexure-3: Round the year Activities 2017-18

Rabi Dibas (May 15) Post Graduate Student s of the Bengali department participated in Songs, Recitation, Dance Drama, Giti Alekhya under the guidance of their Mentors to celebrate the birth anniversary of Kabiguru Rabindrantah Tagore.

Abhishek Dibas (July 01) Principal oriented the students with the vision and objectives of the college and reminded them about the necessity of being regular to the college.

Bandhan Dibas (Aug 08) On the day of Rakhi Poornima the part time teachers of the college organised a Harmony Day and about 1350 students took oath to live in concord and unity

Swadhinata Dibas (Aug 15) Principal and the NCC volunteers made prabhat phery in Tangrakhali village establishing
neighbourhood relation and promoted the values and virtues of Swatantrata

Abhibhabak Dibas (Aug 18) Principal and Teachers meet the parents and urged them to encourage their children to attend the college regularly

***Shikshak* Dibas (Sept 05)** Students celebrated the 130th birth anniversary of Sarvapalli Radhakrishnan and paid respect to the Teachers

Abhimath Dibas (Sept 25) Principal meet students and obtained their feedback on Attendance policy, Students Union, Security guard etc

Nari Siksha Dibas (Oct 30) Teachers celebrated the 150th birth anniversary of Sister Nibedita as Women's Education Dibas

Briksharopan Dibas (Nov 27) Teachers and students celebrated the day by way of planting trees under the mentorship of Tapan Kr Das and pledged to build a beautiful garden in the campus

Nari Suraksha Dibas (Dec 08) - A seminar was organised to spread awareness about Woman Trafficking and the necessity of learning the art of Self Defense of Woman

Sourjya Dibas (Jan 23) NCC volunteers celebrated the 121st birth anniversary of Subhas Chandra Bose

Prajatantra Dibas (Jan 26) Principal and the NCC makes prabhat phery in Tangrakhali village establishing neighbourhood relation and promoted the values and virtues of Swatantrata

Gourab Dibas (Feb 28) College felicitate the thirty one 1st Class graduates with Patha Gourab Medals and thirty one achievers in Games and Sports with Krira Gourab Medals

Nari Dibas (Mar 08) - Women's Day was celebrated

- o Seminar on Gender Disparity in India
- o Workshop on Save the Girl Child,

Awareness campaign (Mar 08) against Consumption of Tobacco

Exhibition on nature of Snake Bite (Mar 08)

College Week – SundarMon – (Dec 18-23) - Teachers as mentors encouraged the student mentees by way of helping them to participate and perform in the following events

Knowledge Quiz Competition	*Poster competition*
Googly – Lateral Thinking Quiz Contest	*Music competition*
Antakshari – Musical Quiz Contest	*Dance competition*
Debate	*Youth parliament*
Extempore	*Students seminar*
Group discussion	*Moner Katha*
Essay competition	

Cultural Exchange –

Students of Bankim Sardar College visited Santiniketan on Feb 2 & 3, 2018
Students from Santiniketan visited Bankim Sardar College on March 18 &19, 2018

Annexure-4: Departmental Activities

Departmental Activities

Sep 14 - Students' Seminar by Dept of Pol Science

Sep 17 - Students' Extempore by Dept of Bengali

Sep 23 - Publication of Wall Magazine by Dept of Sanskrit

Dec 12 – Students' Quiz by Dept of History.

Nov 24 – Visit to West Bengal State Assembly by students of Pol Science

Nov 25 - Visit to Indian Museum by students of History

Mar 12 - Visit to Botanical Garden by students of Botany