



## Yearly Status Report - 2015-2016

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH
Name of the head of the Institution	Siddhartha Gupta
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	919434198500
Mobile no.	9593605410
Registered Email	sarada_06@yahoo.co.in
Alternate Email	siddharthagupta1958@gmail.com
Address	Nutanchati
City/Town	Bankura
State/UT	West Bengal
Pincode	722101

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Nityananda Patra			
Phone no/Alternate Phone no.		919474144885			
Mobile no.		9474144885			
Registered Email		sarada_06@yahoo.co.in			
Alternate Email		nityananda.patra1967@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://bzsmcollege.org/portal/index.php?option=com_phocadownload&amp;view=category&amp;id=3&amp;Itemid=608&amp;lang=en">http://bzsmcollege.org/portal/index.php?option=com_phocadownload&amp;view=category&amp;id=3&amp;Itemid=608&amp;lang=en</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="http://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=280:academic-calender-of-2015-2016&amp;catid=9&amp;lang=en&amp;Itemid=481">http://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=280:academic-calender-of-2015-2016&amp;catid=9&amp;lang=en&amp;Itemid=481</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	76.5	2007	31-Mar-2007	30-Mar-2012
2	A	3.03	2015	03-Mar-2015	02-Mar-2020
<b>6. Date of Establishment of IQAC</b>			31-Jan-2008		
<b>7. Internal Quality Assurance System</b>					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Relevance of NAAC in Higher Education	11-Dec-2015 01	45
Importance of Students Feedback Mechanism in Teaching Learning Evaluation process	04-Feb-2016 01	52

**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sanjit Mondal	Minor Research Project in Humanities	UGC	2015 01	205000
Anurupa Mukhopadhyay	Minor Research Project in Humanities & Social Sc	UGC	2015 01	225000
Nityananda Patra	Minor Research Project in Humanities & Social Sc	UGC	2015 01	81000
Bankura Zilla Saradamani Mahila Mahavidyapith	Women's Hostel	UGC	2015 01	7412556
Bankura Zilla Saradamani Mahila Mahavidyapith	Additional Assistance	UGC	2015 01	2040000
Bankura Zilla Saradamani Mahila Mahavidyapith	Additional Assistance (Equipment)	UGC	2015 01	1020000
Bankura Zilla Saradamani Mahila Mahavidyapith	Additional Assistance (Equipment)	UGC	2015 01	76730
Bankura Zilla Saradamani Mahila Mahavidyapith	Seminar/Conference	UGC	2015 01	92000
Bankura Zilla Saradamani Mahila Mahavidyapith	College Development	RUSA	2015 01	5000000

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9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

Yes

If yes, mention the amount

119000

Year

2015

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

Internalising a cultural quality through sensitisation activity in terms of conducting workshop, seminar related to academic and overall holistic development of the college. Introduce a culture of incentivising method by providing seed money for publishing articles in UGC referred journals as well as writing books etc Internalizing a system of student support environment through adopting

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

Plan of Action	Achivements/Outcomes
Responsive Classroom Practices	Remaining sensitive to student needs through personal contacts, counselling, and mentor and mentee system. Providing timely intervention in the classroom. Continuous assessment and analysis of performance through feedback.
Supporting Students at Risk	Offering need based financial assistance like Halffree, Fullfree studentship concessions and also providing incentive to the successful students of various departments through

	various endowment policies , Offering remedial classes.
Enrichment	Organizing Seminars, Workshops, Lectures etc.
To take feedback from the students	The students have the full facility to state their suggestions, complaints and grievances through feedback process provided by the college administration. In this regard, the follow up actions are initially discussed at the departmental meetings.
Timely Delivery of Curriculum	Planning and organization of teaching in advance and meticulously. Prominently displaying teaching schedules and time tables through college prospectus and leaflets circulated to the students during the period of admission.
To implement the plans which were already made in the previous session.	AQAR Report of the year 201516 has been prepared and supposed to be uploaded on the College website. Smart classrooms have been provided. Computer training for nonteaching staff has been provided.
Technology upgradation	Computerization of administration has been taken into account. All financial and academic data are maintained in a digital database. The Xerox machine made by Richo has been purchased and installed by Modern Automations, Durgapur, is working in good.
Library Upgradation	Several books and journals have been purchased through RUSA Fund and Colleges general fund on the basis of the book lists provided by the departmental teachers of the college.
Equity. No student left behind	Strict adherence to National policies and its related guidelines. Commitment to inclusive classroom by incorporating and treating advanced and disadvantaged learners equally and also respecting diverse socioeconomic backgrounds of the learners.
Timely Delivery of Curriculum	Planning and organization of teaching in advance and meticulously. Prominently displaying teaching schedules and time tables through college prospectus and leaflets circulated to the students during the period of admission.
Enhancing Quality of Teaching learning	Adopting studentcentric interactive strategies like Project writing, Seminar on the concerned topics, Field visit, Quiz contest, Wall magazine etc.

Blending variety of methods like Power Point Presentation of the lesson plan, lecture delivered.

Encouragement for extracurricular activities

The College has been performed different kinds of extracurricular activities to promote and encourage the hidden talents of the students. On this purpose, the college organises different kind of cultural competitions such as Recitation, Prose Reading

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

GOVERNING BODY of the College

03-Mar-2016

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2013

Date of Submission

19-Aug-2013

17. Does the Institution have Management Information System ?

No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

The main steps undertaken by our college for curriculum delivery are as follows:- Before the session begins Lesson plan of the respective subjects along with class routine are well circulated through college prospectus, website, displaying in the notice board etc. To know the efficacy of the lesson's plan, departmental meetings along with the students were convened after the expiry of at least one month's class where drawbacks of delivering of lesson plan were discussed threadbare and accordingly corrective measures/steps were outlined and follow up actions intimated particularly to the head of the concerned departments for its implementations. Before at least one month of the final exam (Part I or Part II or Part III as the case may be) nitty-gritty of the lessons' plan along with classes delivered by the faculty members was elaborately discussed for finding out any deficiency of the completion of syllabus where the necessity of conducting extra classes, tutorial classes etc.

were outlined equally for both advanced and dis-advanced students. The proceedings adopted in the departmental meeting were also discussed in the Teachers' council meeting to get everyone acquainted with the corrective measures where every member of the council had an opportunity to offer innovative ideas for proper delivery of curriculum. Finally to know the effectiveness of the curriculum delivery i.e. the teaching-learning lesson plan Feedback was taken after the completion of the final examination (Part I or Part II or Part III as the case may be). Thereafter, grievances of the students for overall improvement of the academic ambience of the institution were initially tabulated. These tabulated feedbacks again discussed threadbare initially in the departmental meetings for its resolution if it is viable to resolve and if they are not then it is forwarded to the Principal for its needful action. Some of the grievances found to be deficiency of syllabus were put forwarded to the concerned teachers, who happened to be the members of Board of Studies or Head Examiner, to place these grievances/deficiencies at the University forum for its necessary actions. All those above mentioned steps or corrective measures were well documented and discussed in the departmental meetings, IQAC resolutions and if needed in Governing Body resolutions.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	DCA	15/09/2015	06	Employability	Computer Knowledge

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA		14/07/2015

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA		31/12/2016

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	40

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Training on Yoga and lecture on Yoga Philosophy	04/08/2016	20

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	
Alumni	
Parents	

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)**Feedback Obtained**

Initially, a feedback format is prepared in consultation with all the members of the Grievance Redressal Committee where some important queries reflecting teaching-learning process as well as holistic development of the college are placed. After that, the format is distributed among the students and the feedback is anonymous so that students may feel free to express their grievances, if any. Thus, the feedbacks received from the students are tabulated and these tabulated feedbacks are discussed threadbare initially in the departmental meetings for its resolution if it is viable to resolve and if they are not then it is forwarded to the Principal for its needful action. In certain cases, it is referred to the concerned authority for its final approval and to take necessary actions.

**CRITERION II – TEACHING- LEARNING AND EVALUATION****2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA		1343	3179	940
BSc		157	371	84

**2.2 – Catering to Student Diversity**

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	2044	2411	15	11	15

**2.3 – Teaching - Learning Process**

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

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Number of smart classrooms	E-resources and techniques used
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	ICT (LMS, e-Resources)	available	Classrooms		
41	17	12	6	6	3

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

Yes, there is a Students mentoring system available in each department of the institution where one teaching faculty or mentor is given the responsibility for mentoring a group of students or mentees. Problems raised by mentees are redressed through discussions, taking extra classes, supplying hard copies of power point presentations prepared by faculty members and used during class teaching.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4455	15	1:297

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	14	11	0	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2015	00	Lecturer	00

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	203	3rd	08/04/2016	29/06/2016
BSc	203	3rd	08/04/2016	22/06/2016

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

The college being affiliated to The University of Burdwan adheres to the syllabus prescribed by the University. The specialization and expertise of individual teachers plays an important role in the papers or topics allocated for teaching. Several faculty members are engaged in preparing class routine based on which teaching periods are allocated to every department. The academic improvement of students is mapped dynamically through continuous evaluation using different methods like internal assessments, assignments, presentations, students seminar, students projects, role play, group discussions, subjects quiz etc. Field visits of historical places, educational trips are undertaken by all the departments. Remedial classes are organised for the students requiring additional help. Regular feedbacks are taken from the students to improve teaching-learning method. Faculty members discuss departmentally

regarding revamping of the syllabi of different departments and send feedback to the concerned departments of the University through members of Board of Studies.

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

The college adheres to the academic calendar as announced time to time by the University of Burdwan. Thus prior to the commencement of the academic session an academic calendar is notified which clearly specifies the date or time of various academic events including Test examinations which are conducted before commencement of final examination for betterment of the students by the college itself to take place during the session.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[http://bzsmcollege.org/portal/index.php?option=com\\_content&view=article&id=81&Itemid=504&lang=en](http://bzsmcollege.org/portal/index.php?option=com_content&view=article&id=81&Itemid=504&lang=en)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
203	BA		303	167	55
203	BSc		24	16	67

## 2.7 – Student Satisfaction Survey

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

[http://bzsmcollege.org/portal/index.php?option=com\\_content&view=article&id=159:notice-for-merit-list&catid=90&Itemid=620&lang=en](http://bzsmcollege.org/portal/index.php?option=com_content&view=article&id=159:notice-for-merit-list&catid=90&Itemid=620&lang=en)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	2016	BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH	0.05	0.05
Any Other (Specify)	2016	BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH	0.24	0.24
Minor Projects	2015	UGC	4.3	4.3

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Intellectual Property Rights	IQAC	11/01/2016

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
00	00	00	30/06/2016	00

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	00	00	00	00	30/06/2016

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Philosophy	2	3.46
International	Bengali	6	3.54
International	History	1	3.46
International	Chemistry	1	3.46
International	Sanskrit	2	3.46
International	Physics	2	3.46
International	Pol Science	1	3.46
International	Economics	3	3.46

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	8
Sanskrit	4
History	2
Philosophy	2

Physics	1
Economics	1
Pol science	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Alkenes as Alkyne equivalents in Radical Cascades Terminated by fragmentations : Overcoming Stereoelectronic Restrictions on Ring Expansions for the Preparation of Expanded polyaromatics	Rana K Mahammad , Sayantan Mondal, Brain Gold	Journal of American Chemical Society	2015	51	00	51
The Missing C1 C5 Cycloromatization Reaction : Triplet State Anti aromaticity Relief and Self Terminating photorelease of Form aldehyde for synthesis of Fulvenes from Enynes	Rana K Mohamed Sayantan Mondal Kjell Jorner Igor V Alabugin	Journal of the American Chemical Society	2015	37	00	37

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

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
NA	NA	NA	2016	0	0	NA

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	1	2	1
Presented papers	1	1	1	1

### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Legal Awareness Programme	District Judges Court, Bankura	15	65
Traffic Awareness Programme	Bankura District Police	20	93

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	00	NA	0

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Parade on occasion of Republic Day	Ministry of Youth Affairs and Sports	Parade Camp organized by NSS	2	1

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	6	College Fund	201516

#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research

facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	01/07/2015	30/06/2016	00

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	30/06/2016	NA	0

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10.35	7.9

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2.0	2015

4.2.2 – Library Services

Library	Existing	Newly Added	Total
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Service Type						
Text Books	443	104000	228	40800	671	144800
Reference Books	296	69396	152	27232	448	96628
e-Books	0	0	1	56000	1	56000
Journals	5	6320	5	6450	10	12770
e-Journals	1	5000	1	5725	2	10725
CD & Video	75	26974	1	1499	76	28473

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	30/06/2016

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	28	2	10	1	1	2	4	2	8
Added	15	1	5	1	1	1	2	4	4
Total	43	3	15	2	2	3	6	6	12

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2	2.36	13.25	63.66

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

For the purpose of maintenance of computers Annual Maintenance Contract or AMC is maintained with a company who deals in both hardware and software. For reprography there is modern automation system present in the institution. For

other amenities like water purifying contract is maintained with Aqua guard and KENT. In case of building maintenance two engineers are engaged one of them is the District Engineer, Bankura Zilla Parisad and another is a Civil Engineer named Anupam Ganguli. They take care of repairing, renovation and other construction related to civil and electrical works of the college.

[http://bzsmcollege.org/portal/index.php?option=com\\_content&view=article&id=303:contact-details-for-maintaining-and-utilizing-physical,-academic-and-support-facilities&catid=9&lang=en&Itemid=435](http://bzsmcollege.org/portal/index.php?option=com_content&view=article&id=303:contact-details-for-maintaining-and-utilizing-physical,-academic-and-support-facilities&catid=9&lang=en&Itemid=435)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Full/Half Freeship	55	27450
Financial Support from Other Sources			
a) National	Post Matric Merit Cum Means	362	1870000
b) International	NA	0	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Training on Yoga and Lecture on Yoga Philosophy	04/01/2016	20	BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2015	Guidance for Competitive examination and Career Counselling	28	45	6	5

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	90

### 5.2 – Student Progression



### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA			NA		

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	54	BA/BSc	Bengali, English, Sanskrit, Philosophy, Geography	University of Burdwan, Rabindra Bharati University, The University of Calcutta, Vidyasagar University, Sidho Kanho Birsa University	MA/MSc

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

Items	Number of students selected/ qualifying
NET	0

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

Activity	Level	Number of Participants
Sports and cultural activities	Institution	145

## 5.3 – Student Participation and Activities

### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	NA	National	0	0	NA	NA

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

A Student Union has duly been framed as per the University resolution and

government orders issued by the State Governments consisting of one General Secretary, one elected Vice President and other representatives. Principal is the Ex Officio of the Student union and as per the government order General Secretary becomes a member of the Governing Body for a tenure.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

127

5.4.3 – Alumni contribution during the year (in Rupees) :

12000

5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings organised by Alumni Association

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

Several committees have been formed in compliance with the University statute like Finance Committee, Purchase Committee, Development Committee, Provident Fund Committee, Service Book Committee, Students Union Advisory Committee, Grievance redressal Cell, Prospectus Committee, Admission Committee and overall the Teachers Council or academic council to help the administration in many ways. Meetings of these committees are convened as and when required and takes resolutions time to time as and when required and convey to the Principal. The Principal places resolution taken by some important committees before the Governing Body for its final approval. Those committees consist of both teaching and non teaching staff of the college. This is the part of participatory management of the college.

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

Partial

#### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college adheres to the academic calendar and examination schedule as announced time to time by the University of Burdwan. The overall academic growth and quality improvement is inspected by the Departmental Heads and Principal, respectively and intimated to the Governing Body of the college and if needed, to the concerned departments, Govt. Of West Bengal. The specialization and expertise of individual teachers plays an important

role in the papers or topics allocated for teaching. Several faculty members are engaged in preparing class routine based on which teaching periods are allocated to every department. Several faculty members are involved in Course Restructuring and Revision Committees constituted by University of Burdwan. Several faculty members actively participate in University appointed examination committee to frame questions papers and evaluate examination scripts.

Teaching and Learning

The college always promotes a student centric teaching learning method and tries to set examples of how teachers frequently move learning beyond the walls of the formal classroom. Teachers make sure that the lectures are sufficiently interactive and the tutorial system is further strengthened. Effort is made to orient the teaching faculties towards theoretical underpinnings of new pedagogic approach to enable the students to understand the importance of relating abstract knowledge to appropriate examples. Field visits of historical places, educational trips are undertaken by all the departments. Remedial classes are organised for the students requiring additional help. Regular feedbacks are taken from the students to improve teaching leaning method. The college has a well equipped Library for both students and faculty members.

Examination and Evaluation

The academic improvement of students is mapped dynamically through continuous evaluation using different methods like internal assessment test, assignments, presentations, projects etc. Transparency is maintained in evaluation process. The Examination committee plays an important role to ensure smooth conduction of examinations. The practical examination is conducted with internal and external examiners appointed by the University of Burdwan.

Research and Development

B.Z.S.M. Mahavidyapith promotes research activities by providing financial support in terms of providing seed money for writing articles, books and so on and also sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions,

	including those from abroad. There is a mandatory project work for the UG level students of Environmental Studies and MA in Environmental Studies under distance mode. Several minor projects are funded by UGC.
Library, ICT and Physical Infrastructure / Instrumentation	Fully equipped library with automation facilities. 2 full fledged Computer Labs. 6 Classrooms with projectors. 24 by 7 Wi-Fi Facilities
Human Resource Management	Faculty and Staff are encouraged to participate in self development programmes along with seed money provided as incentive to write articles. Project work, writing books and also for pursuing research Administration supports faculty, staff and students with necessary and relevant support to optimize their work. Annual Maintenance contract for all units offers 24 by 7 support for infrastructural requirements especially electricity, water supply and routine maintenance.
Industry Interaction / Collaboration	Departments are encouraged to make their courses of study relevant to industry.
Admission of Students	Online admission procedure was followed through the University website. Merit list for the Hons.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The college prepares plans and Detailed project Report or DPR by using computers.
Administration	The office is fully automated with several computers tied with LAN and internet facilities are available. Starting from admission, re admission, filling up of registration and examination forms, collection of different fees is done through CAMS.
Finance and Accounts	Human resource Management system or HRMS software has been installed by the college for generating pay bills, submission of claim bills to the DPI, Govt. Of West Bengal and Bankura Treasury subsequently by using HRMS software.
Student Admission and Support	Starting from admission, re admission, filling up of registration and examination forms, collection of different fees is done through CAMS

software procured by college. In the Library the college has procured SOUL 2.0 software provided by the UGC.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	NA	NA	NA	0

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	6 Month diploma in Computer Application	6 Month diploma in Computer Application	16/09/2015	16/03/2016	5	10

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
6 Month diploma in Computer Application	5	16/09/2015	16/03/2016	6

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GSLI	GSLI	FULL/HALF FREESHIP

### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts internal audit through small committee comprising of the

Principal, Bursar, Head Clerk and the Accountant. External audit is done by the External Audit Agency duly deployed by the state Government time to time.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Smt. Indra Bajoria on Behalf of Bajoria Foundation	500000	College Development

6.4.3 – Total corpus fund generated

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### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	External Audit Agency duly deployed by the State Government	Yes	BZSM Mahavidyapith
Administrative	Yes	External Audit Agency duly deployed by the State Government	Yes	BZSM Mahavidyapith

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

There are a few academic endowment prizes for the students contributed by the parents on annual basis amounting to Rs. 12,500/-
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6.5.3 – Development programmes for support staff (at least three)

Training on 6 months Diploma in Computer Application or DCA conducted by Sanjay Gandhi Computer Saksharata Mission has been organised for the Non teaching Staff.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

Each department performs periodic review of curricula within their disciplines or related disciplines. Curricula in each discipline have been made flexible enough to allow for the incorporation of new technologies.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality	Date of	Duration From	Duration To	Number of
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	initiative by IQAC	conducting IQAC			participants
2016	Motivation Programmes undertaken by IQAC	05/05/2016	05/05/2016	05/05/2016	59
2015	Relevance of NAAC in Higher Education	11/12/2015	11/12/2015	11/12/2015	45
2016	Importance of Students Feedback Mechanism in Teaching Learning Evaluation process	04/02/2016	04/02/2016	04/02/2016	52
2015	Motivation Programmes undertaken by IQAC	22/07/2015	22/07/2015	22/07/2015	45
2015	Motivation Programmes undertaken by IQAC	06/10/2015	06/10/2015	06/10/2015	56
2016	Motivation Programmes undertaken by IQAC	29/03/2016	29/03/2016	29/03/2016	52

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
BA	08/03/2016	08/03/2016	132	18

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Installation of Solar Lamps in Hostel and College Campus , 5 percent power requirement has been met.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	8
Braille Software/facilities	Yes	1
Rest Rooms	Yes	3

Scribes for examination	Yes	4
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7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	0	0	30/06/2016	00	NA	NA	0

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook on Professional Ethics	15/07/2015	To pursue excellence in higher education, character building and overall development of an institution like Bankura Zilla Saradamani Mahila Mahavidyapith a code of conduct which is nothing but a set of ethical rules outlining the norms, responsibilities and practices for an individual and committees, is indispensable. Thus, the rules and regulations included in this handbook published by the college Governing Body in consultation with IQAC cell are applicable for Principal, teaching staff, official staff and supporting staff. It is expected that staff members strictly adhere to the rules and regulations spelled out in this handbook failing which the action shall be taken as per the procedure laid down by Government of West Bengal and competent authorities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Conducting Yoga Training and	04/01/2016	08/01/2016	20



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

Plantation of trees to make the campus eco friendly. Adoption of e filing system to reduce the wastage of papers. Restriction on smoking to make the campus smoking free zone. Plastic Free Zone. E waste Management.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Psychological Counselling Playing National Anthem on campus on a daily basis

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

[http://bzsmcollege.org/portal/index.php?option=com\\_content&view=article&id=71&Itemid=481&lang=en](http://bzsmcollege.org/portal/index.php?option=com_content&view=article&id=71&Itemid=481&lang=en)

## 7.3 – Institutional Distinctiveness

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

Vision and Mission Bankura Zilla Saradamani Mahila Mahavidyapith envisions a world where women have their rightful place and are given due recognition as leaders to reach the top positions in all sectors of human endeavour. To give shape to this vision, the college is committed to the pursuit of excellence in higher education, character building, total development of personality and responsible citizenship and to achieve these goals following strategies have been adopted. To maintain optimum transparency in admission procedure based on students merit. To motivate the students to be disciplined having freedom of thought and expression. To encourage the students to be enriched with a sense of national consciousness. To encourage the students to be honest and hardworking, courteous in behaviour towards all. To lay emphasis on developing carefulness and responsiveness among the college faculty members towards students needs. To adopt a wide range of co curricular activities under the supervision of teachers during class room teaching. To educate the students within a framework of liberal and republican values to equip them to excel in the service of the nation and to attain optimum personal fulfilment by leading a values based life. To prepare the students to meet the challenges with confidence they will encounter in their lives. To prepare the students to flourish in different cultural milieus. To arrange a large number of scholarships for the students including innumerable scholarly activities like seminars, conferences and workshops. To provide a stimulating active learning environment attracting young women with an exceptional desire to make a difference to the world. To provide dedicated and responsive faculty of scholars to help the students in achieving their goals. Threats Inadequate classrooms. Limited full time faculty members.

Provide the weblink of the institution

[http://bzsmcollege.org/portal/index.php?option=com\\_content&view=article&id=76&Itemid=487&lang=en](http://bzsmcollege.org/portal/index.php?option=com_content&view=article&id=76&Itemid=487&lang=en)

## 8.Future Plans of Actions for Next Academic Year

Teaching learning and evaluation process be interactive, interesting and result oriented with fruitful outcome particularly in the job market. Literature Labs for English, Bengali, Sanskrit and if possible for Santhali Language. Stressing on purchasing relevant Text books and Journals particularly for Honours subjects. Giving a stress on buying and implementing ICT enabled gadgets teaching learning

system. Increase the number of classes and counselling sessions inside and outside the classes. Encourage and motivate the students to use Library materials for preparing their lesson plan. Greater participation and active in the outreach programmes through NSS units. Make them conscious towards cleanliness of College surroundings.