



## Yearly Status Report - 2017-2018

### 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=307:academic-calendar-for-the-year-2017-18&amp;catid=9&amp;lang=en&amp;Itemid=505">http://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=307:academic-calendar-for-the-year-2017-18&amp;catid=9&amp;lang=en&amp;Itemid=505</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
One Day Seminar On CBCS System	06-Jul-2017 01	42
One Day Workshop on Research Methodology in Social Science	04-Dec-2017 01	85
One Day Workshop on Writing Research Articles for Publication	26-Feb-2018 01	76

**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
BZSM MAHAVIDYAPITH	MINOR RESEARCH PROJECT	UGC	2018 1	35000
BZSM MAHAVIDYAPITH	PG Bldg. (Regular)	MPLAD	2017 1	4000000
BZSM MAHAVIDYAPITH	Grant to Visually Hanicaped	UGC	2018 1	144000
BZSM MAHAVIDYAPITH	Grant for up-gradation of Hostel Bldg.	MPLAD	2017 1	1400000
BZSM MAHAVIDYAPITH	Grant for Lab Apparates	MPLAD	2018 1	2100000
BZSM MAHAVIDYAPITH	ASSISTANCE TO NONGOVT. COLLEGES INSTITUTES	DPI, WB	2018 1	4521544
BZSM MAHAVIDYAPITH	ASSISTANCE TO NON-GOVT. COLLEGES & INSTITUTES	DPI, WB	2018 1	82800
BZSM MAHAVIDYAPITH	ASSISTANCE TO NON-GOVT. COLLEGES & INSTITUTES	DPI, WB	2018 1	2728
BZSM MAHAVIDYAPITH	PF DEPOSITS OF EMPLOYEES OF UNIVERSIITIES, NON-GOVT ATRS, SCIENCE, COMMERCE, TEACHERS TRAINING COLLEGES ETC.	DIRECTORATE OF PENSION, PF& GROUP INSURANCE, WB	2017 1	758041

BZSM MAHAVIDYAPITH	ASSISTANCE TO NON-GOVT. COLLEGES & INSTITUTES	DPI, WB	2017 1	11220966
BZSM MAHAVIDYAPITH	ASSISTANCE TO NON-GOVT. COLLEGES & INSTITUTES	DPI, WB	2017 1	144355
BZSM MAHAVIDYAPITH	ASSISTANCE TO NON-GOVT. COLLEGES & INSTITUTES	DPI, WB	2018 1	7996252
BZSM MAHAVIDYAPITH	MINOR RESEARCH PROJECT	UGC	2017 1	50000
BZSM MAHAVIDYAPITH	ASSISTANCE TO NON-GOVT. COLLEGES & INSTITUTES	DPI, WB	2017 1	516207
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
<b>10. Number of IQAC meetings held during the year :</b>	1
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
Adoption of CBCS Program under Bankura University. Introduction of Career orientation Programme. Practice of Career Counselling session. Enhancement of Teachinglearning quality by adopting student centric interactive strategies like Project writing, Student Seminar, Field visit, Quiz contest, Wall magazine etc. Organisation of different Awareness programs by the college Women Cell.	
<a href="#">View File</a>	
<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality</b>	

**Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Participation from stakeholders	Alumni meeting to discuss and enhance wholesome education and development.
Development Programmes	Introduce CBCS Program under Bankura University. Several seminars have been organised by different departments.
Career orientation Programme	NET SET and spoken English coaching have been provided to the candidates. Career Counselling session for students is available.
Faculty Development Programme	Faculty members of different departments have completed orientation program, Refresher Course, PhD and MPhil during this session.
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 student centric interactive strategies like Project writing, Student Seminar , Field visit, Quiz contest, Wall magazine etc. Blending variety of methods like Power Point Presentation of the lesson plan, lecture delivered. Mentor mentee system.
Fulfilling social responsibilities	Disaster Management Program .Remedial classes for weaker students .Swachh Bharat Aviyon, and Special camp through NSS.
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.
Different types of assistance performed by the College or Faculty members to the needy students to help them in pursuing study	Half free and full free studentship. To encourage the students, the college also pursues a scheme of giving Medals to the highest number holders of different departments in the final examination conducted by the University of Burdwan.
Encouragement for extracurricular activities	The College has been performed different kinds of extracurricular activities to promote and encourage the hidden talents of the students.
Digitization	All financial and academic data are maintained in a digital database. Online fee payment.

Library upgradation	Several books and journals have been purchased .
Minimization environmental degradation	Decreased use of paper and plastic. Optimization of existing infrastructure. Tree plantation. Case studies included in Environmental Studies through project work.
Women Cell	Different Awareness programs have been organised
<a href="#">View File</a>	

14. Whether AQAR was placed before statutory body ?	Yes
---	-----

Name of Statutory Body	Meeting Date
GOVERNING BODY of the College	12-Apr-2018

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 are convened after the expiry of at least one month's class where drawbacks of delivering of lesson plan are discussed threadbare and accordingly corrective measures/steps are outlined and follow up actions are intimated particularly to the head of the concerned departments for its implementations. Before at least one month of the final exam nitty-gritty of the lessons' plan along with classes delivered by the faculty members is elaborately discussed for finding out any deficiency of the completion of syllabus where the necessity of conducting extra classes, tutorial classes etc. are outlined equally for both advanced and dis-advanced

students. The proceedings adopted in the departmental meeting are 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 is taken after the completion of the final examination. Thereafter, grievances of the students for overall improvement of the academic ambience of the institution are initially tabulated. These tabulated feedbacks again 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. Some of the grievances found to be deficiency of syllabus is 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 are 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
CERTIFICATE COURSE IN COMPUTER APPLICATION	NA	06/09/2017	6	EMPLOYABILITY	COMPUTER KNOWLEDGE
CERTIFICATE COURSE IN YOGA TRAINING	NA	08/01/2018	6	EMPLOYABILITY	PHYSICAL AWARENESS

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
MA	Post Graduation	23/08/2017
No file uploaded.		

#### 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	Under Graduation	01/07/2017
BSc	Under Graduation	01/07/2017

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

	Certificate	Diploma Course
Number of Students	39	0

### 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
Spoken English Training	04/09/2017	22

No file uploaded.

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

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Under Graduation	24
No file uploaded.		

## 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	GRADUATION	1247	3158	621
BSc	GRADUATION	283	474	151
MA	POST GRADUATION	60	90	43
MA	POST GRADUATION	1500	1015	993
MSc	POST GRADUATION	100	46	39
No file uploaded.				

### 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	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses
------	---	---	--	--	--



			teaching only UG courses	teaching only PG courses	
2017	2330	1947	24	14	24

## 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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
60	27	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
4277	24	1:178

## 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	23	2	2	6

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
2017	NA	Lecturer	NA
No file uploaded.			

## 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 Year	23/04/2018	16/07/2018
BSc	203	3rd Year	23/04/2018	16/07/2018
MA	BU	2nd Year	24/09/2017	22/03/2018
MSc	BU	2nd Year	24/09/2017	22/03/2018
MA	RBU	2nd Year	26/12/2017	20/06/2018

[View File](#)

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

1.The college adheres to the syllabus prescribed by the affiliating University. 2.The specialization and expertise of individual teachers plays an important role in the papers or topics allocated for teaching. 3.Several faculty members are engaged in preparing class routine based on which teaching periods are allocated to every department. 4.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. 5. Remedial classes are organised for the students requiring additional help. 6.Regular feedbacks are taken from the students to improve teaching leaning method.

## 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 affiliating University. 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.

## 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	GRADUATION	313	158	50.48
203	BSc	GRADUATION	39	22	56.41
BU	MA	POST GRADUATION	583	577	98.97
BU	MSc	POST GRADUATION	33	33	100.00
RBU	MA	POST GRADUATION	269	256	95.17
No file uploaded.					

## 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=308:student-satisfaction-survey-in-the-year-2017-18&catid=9&lang=en&Itemid=435](http://bzsmcollege.org/portal/index.php?option=com_content&view=article&id=308:student-satisfaction-survey-in-the-year-2017-18&catid=9&lang=en&Itemid=435)

## 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
-----------------------	----------	----------------------------	------------------------	---------------------------------

Minor Projects	201718	UGC	0.5	0.5
Minor Projects	201718	UGC	0.35	0.35
<a href="#">View File</a>				

### 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
Workshop on Intellectual Property Rights	IQAC	15/01/2018

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
NA	NA	NA	30/06/2018	N A
No file uploaded.				

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
NA	NA	NA	NA	NA	30/06/2018
No file uploaded.					

### 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
MATHEMATICS	1
POLITICAL SCIENCE	1

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)
National	BENGALI	2	00
International	BENGALI	2	00
International	HISTORY	1	5.7

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	2
ECONOMICS	1
PHILOSOPHY	1
HISTORY	2
PHYSICS	1

CHEMISTRY	1
POLITICAL SCIENCE	3
<a href="#">View File</a>	

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
On curvature properties of Som Ray chaudhuri space time	Absos Ali Shaikh, Haradhan Kundu	Journal of Geometry	2017	10	NA	5
On some generalized recurrent manifolds	Absos Ali Shaikh, Indranil Roy, Haradhan Kundu	Scientific Annals of the Alexandru Ioan Cuza University of Iași (New Series). Mathematics	2017	12	NA	5
On the existence of a generalized class of recurrent manifolds	Absos Ali Shaikh, Indranil Roy, Haradhan Kundu	Scientific Annals of the Alexandru Ioan Cuza University of Iași (New Series). Mathematics	2018	13	NA	2
On warped product super generalized recurrent manifolds	Absos Ali Shaikh, Haradhan Kundu, Md Ali	Scientific Annals of the Alexandru Ioan Cuza University of Iași (New Series). Mathematics	2018	11	NA	2
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2018	0	0	NA

[View File](#)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	6	2	4
Presented papers	2	4	2	0
Resource persons	0	0	0	0

No file uploaded.

### 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
Disaster Management Program	Satya Sai Organization	3	135

[View File](#)

#### 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

No file uploaded.

#### 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
Swachh Bharat Abhiyan	N.S.S Unit No I, II, III	CLEANLINESS PROGRAMME	3	110

No file uploaded.

### 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 Programme	7	College Fund	201718

No file uploaded.

#### 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	Duration From	Duration To	Participant
-------------------	----------------------	--	---------------	-------------	-------------

		/research lab with contact details			
NA	NA	NA	01/07/2017	30/06/2018	00
<a href="#">View File</a>					

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	30/06/2018	NA	0
<a href="#">View File</a>			

## 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
17.5	10.29

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing

### 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 partially)	Version	Year of automation
SOUL 2.0	Fully	2.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1595	325235	635	21000	2230	346235
Reference Books	1062	216919	423	139027	1485	355946
e-Books	1	56000	0	0	1	56000
Journals	10	12770	0	0	10	12770
e-Journals	3	26475	1	5900	4	32375
<a href="#">View File</a>						

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	30/06/2018

#### 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	43	3	15	2	2	3	6	4	12
Added									
Total	43	3	15	2	2	3	6	4	12

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

4 MBPS/ GBPS
--------------

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	<a href="#">NA</a>

#### 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
3.25	12.93	22.7	58.67

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)

<p>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.</p>
<p><a href="http://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=303:contact-details-for-maintaining-and-utilizing-physical.-academic-and-support-facilities&amp;catid=9&amp;lang=en&amp;Itemid=435">http://bzsmcollege.org/portal/index.php?option=com_content&amp;view=article&amp;id=303:contact-details-for-maintaining-and-utilizing-physical.-academic-and-support-facilities&amp;catid=9&amp;lang=en&amp;Itemid=435</a></p>

#### 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	98	50850
Financial Support from Other Sources			
a) National	Post Matric Merit Cum Means	142	1908000
b) International	NA	0	0
<a href="#">View File</a>			

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 implementation	Number of students enrolled	Agencies involved
REMEDIAL COACHING	02/04/2018	144	BZSM MAHAVIDYAPITH
PERSONAL COUNSELLING OF THE STUDENTS	07/08/2017	90	BZSM MAHAVIDYAPITH
<a href="#">View File</a>			

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
2018	Guidance for Competitive examination and Career Counselling	78	118	25	12
<a href="#">View File</a>					

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
0	0	0

## 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		
<a href="#">View File</a>					

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



Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	150	BA, BSc	Bengali, English, Sanskrit, Philosophy, Geography, Math, Economics, Pol Science	University of Burdwan, Rabindra Bharati University, The University of Calcutta, Vidyasagar University, Sidho Kanho Birsa University	MA, MSc
<a href="#">View File</a>					

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	3
SET	5
<a href="#">View File</a>	

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	163
<a href="#">View File</a>		

### 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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	0	0	0	NA

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

<p>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.</p>
---

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

--

5.4.2 – No. of enrolled Alumni:

143

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

25000

5.4.4 – Meetings/activities organized by Alumni Association :

6

## 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)

There are several committees present in the institution consisting of both teaching and non teaching staff of the institution. These committees include 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. These committees 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. 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 concerned University. Departmental Heads and principal of the college look after the overall academic growth and quality improvement. However, if needed, it is intimated to the Governing Body of the college and 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.
Teaching and Learning	With regards to Teaching and Learning, teachers make sure that the lectures are sufficiently interactive and the tutorial system is further strengthened. They always try to set

	examples of how teachers frequently move learning beyond the walls of the formal classroom.
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 concerned University.
Research and Development	The college always promotes research activities by providing financial support in terms of 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. Students are also encouraged to take part in different field based project work.
Library, ICT and Physical Infrastructure / Instrumentation	The college library is Fully equipped library with automation facilities. There are 2 full fledged Computer Labs and 6 Classrooms with projectors. Besides, 24 by 7 WiFi Facilities are available in the college.
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	The course of study are prepared in relevance to industry.
Admission of Students	The admission procedure is carried out through online mode following the website of the concerned University to keep transparency in the admission of students.

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

E-governance area	Details
Planning and Development	The Detailed project Report or DPR is prepared by the college with the help of 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
2018	NA	NA	NA	0
<a href="#">View File</a>				

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)
2017	6 Month diploma in Computer Application	NA	03/10/2017	02/04/2018	10	0
No file uploaded.						

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	10	03/10/2017	02/04/2018	6
Orientation Programme	1	01/02/2018	28/02/2018	28
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2		

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
Prof. Shantiram Mondal	25000	College Development
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

00
----

**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/

6.5.3 – Development programmes for support staff (at least three)

NA

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.

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 initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	One Day Seminar On CBCS System	06/07/2017	06/07/2017	06/07/2017	42
2017	One Day Workshop on Research Methodology in Social Science	04/12/2017	04/12/2017	04/12/2017	85
2018	One Day Workshop on Writing Research Articles for Publication	26/02/2018	26/02/2018	26/02/2018	76

**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	08/03/2018	08/03/2018	156	27

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 , 7 percent power requirement has been met.

## 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Rest Rooms	Yes	3
Scribes for examination	Yes	15
Special skill development for differently abled students	Yes	3

## 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
2018	0	0	30/06/2018	00	NA	00	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	25/07/2017	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
3 Day Yoga Training Programme	03/01/2018	05/01/2018	45

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

Plantation of trees to promote Green and Clean campus. Adoption of e filing system to reduce the wastage of papers. Restriction on smoking to make the campus smoking free zone. Restriction on using plastic materials to make the campus Plastic Free Zone. Adoption of E waste Management. Setting up of Solar panels on the mess roof to promote green energy. Constant effort to minimize waste generated in the labs.

### 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=435&lang=en](http://bzsmcollege.org/portal/index.php?option=com_content&view=article&id=71&Itemid=435&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. The vision of the institute is to become and to be considered by others as the leading institute of academic excellence in Arts and Science education through continuous up gradation in its programs, leading to sustainable development of the institution. Mission. The institute is committed to imparting multifarious knowledge for spreading higher education among the girl students in the backward districts of West Bengal, thereby encouraging women empowerment through all round development and lifelong learning that will be meaningful contribution to productive and rewarding career building of the community lagging behind.

Provide the weblink of the institution

[http://bzsmcollege.org/portal/index.php?option=com\\_content&view=featured&Itemid=435&lang=en](http://bzsmcollege.org/portal/index.php?option=com_content&view=featured&Itemid=435&lang=en)

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

Promoting more interactive, effective and interesting Teaching learning process. Stressing on purchasing more Text books and Journals in the College Library. Arrangement of more ICT enabled classes. Organization of more seminar based classes. Encouraging students towards greater participation in NSS activities. Promoting consciousness among students towards cleanliness of College surroundings. Promoting rain water harvesting. Motivating students for taking part in indoor and outdoor games. Strengthening the Alumni Association. Emphasis on personality development and self awareness programme. Inauguration of Student Health Centre.



