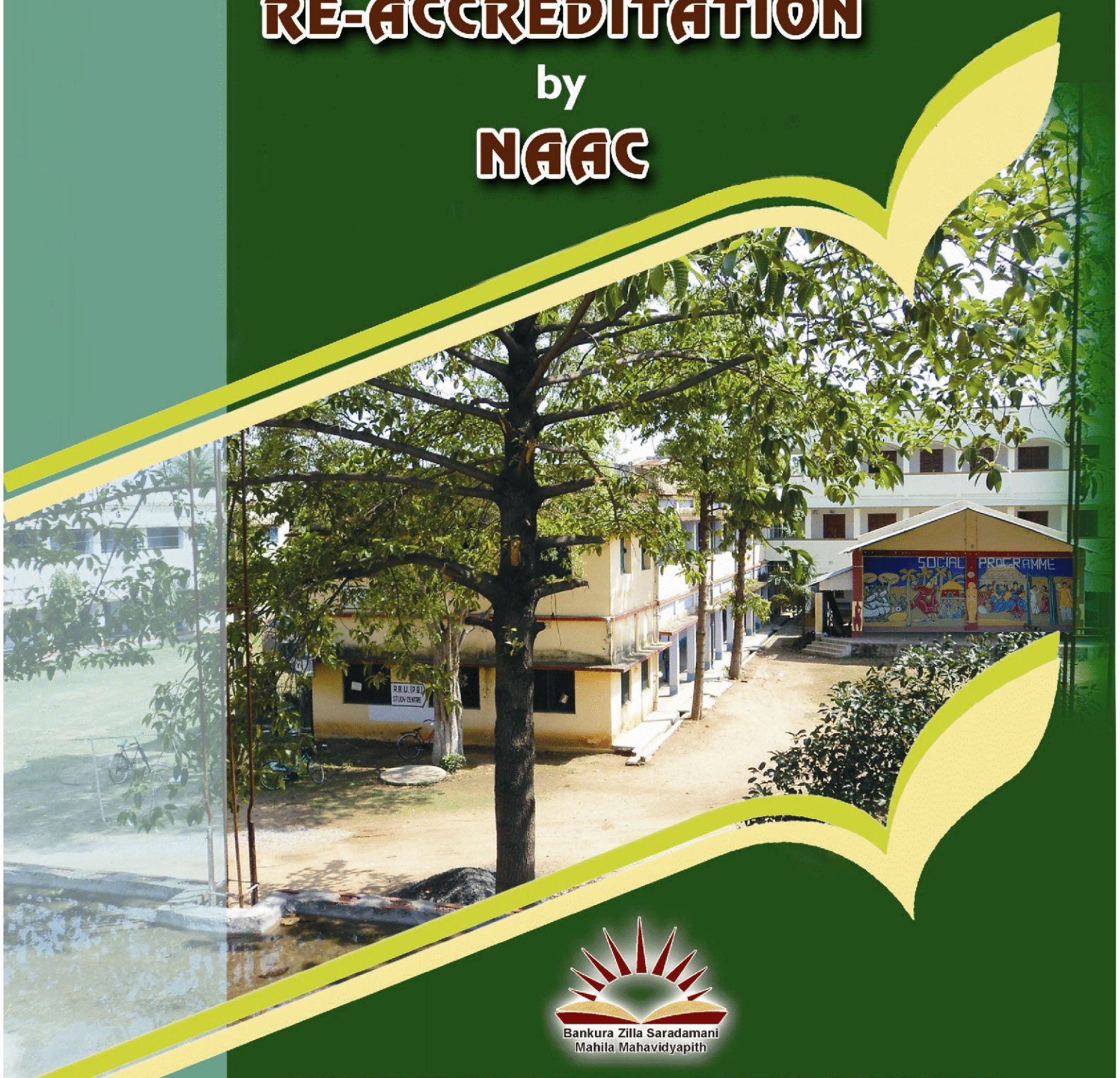


**Self Study Report**  
*for*  
**RE-ACCREDITATION**  
*by*  
**NAAC**



**BANKURA ZILLA SARADAMANI  
MAHILA MAHAVIDYALAYA**

(Established : 1973)

P.O. & District : Bankura  
West Bengal

# **SELF STUDY REPORT**

**FOR**

# **RE- ACCREDITATION**

**BY**

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MAHILA MAHAVIDYAPITH**

**(Established: 1973)**

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**West Bengal**

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## *Preface*

Ours is the only Girls' college, accredited with B<sup>+</sup> grade by the NAAC in 2007, in the financially backward district Bankura. The college had its inception in 1973 as a non-govt. college under the Burdwan University, in order to promote education and culture not only among the young girls of the district, but among those of its adjoining district as well. The college was venerated with the holy name of Sri Sri Maa Sarada, the most glorious daughter of the soil. The objective behind naming the college after Her was to preserve Her holy name in the museum of our recollection and follow Her lofty ideals with hearts sincere and pure. Later the college has been taken up by the Govt. of West Bengal under "Govt. Sponsored Scheme" with effect from June 1<sup>st</sup>, 1975. It has been registered under 2F and 12B. At present the college is teaching General course in 13 subjects and Hons. course in 9 subjects in arts and science. At present near about 1600 U.G. students are studying in the college. Apart from this, two P.G. study centres are running, one under the Rabindra Bharati University and other under The University of Burdwan with 1000 P.G. students in 8 subjects and 558 P.G. students in six subjects respectively. Under the financial assistance from the State Govt., UGC, private donation etc. we have already built seven buildings in our campus and one more is under construction. We take pride to state that a hostel building is being built in the campus with a special grant of about Rs. 1 core from the UGC during the 10<sup>th</sup> plan period. The college can also jubilate for the open stage, decked with remnant of the culture of 'Rar Bengal', where different cultural programmes are held with great pomp and élat. Different activities for smooth running of the college are whole-heartedly taken up by all the members of both teaching and non-teaching staff and the students. To this end co-operation from one and all is earnestly sought by our esteemed institution.

## Part I: Institutional Data

### A) Profile of the college:

#### 1) Name and address of the college:

**Name : BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH**

**Address :**

**NATUNCHATI, P.O.- BANKURA**

**City- BANKURA, District- BANKURA, State: WEST BENGAL**

**Pin code: 722101**

#### 2) For Communication:

##### Office:

Name	Area/ STD code	Tel. No.	Mobile No.	Fax No.	E-mail
Principal (Dr. Siddhartha Gupta)	03242	251194	9434198500		sarada_06@yahoo.co.in
Coordinator, NAAC (Sri Nityananda Patra)	03242	251194	9474144885		Do
Bursar (Sri Bimal Chandra Betal)	03242	251194	9475165767		Do

**Residence:**

Name	Area /STD code	Tel No.	Mobile No.	E-mail
Principal....	03242	251194	9434198500	siddharthagupta1958@gmail.com
Coordinator, NAAC.....	03242	251194	9474144885	nityananda.patra1967@gmail.com
Bursar .....	03242	03242	9475165767	profbimalchandrabetal@gmail.com

**3) Financial category of the college:**Grant-in-aid Self-financing Government funded **4) Type of college**Affiliated Constituent **5) a) Date of establishment of the college: Date, Month & Year****(dd-mm-yyyy) 27.08.1973**

b) University to which the college is affiliated: BURDWAN UNIVERSITY

**6) Dates of UGC recognition:**

	Date, Month & Year (dd-mm-yyyy)
i) Under 2 (f)	29.10.1981
ii) Under 12 (B)	N.A.

(Certificate of recognition u/s 2 (f) and 12 (B) may be enclosed)- Please see Annexure- xi



### 7) Does the University Act provide for autonomy?

Yes  No

If yes, has the college applied for autonomy?

Yes  No

### 8) Campus area in acres/ sq. mts:

2.495 acres

### 9) Location of the college:

Urban

Semi-urban

Rural

Tribal

Any other (specify)

### 10. Details of programmes offered by the institution:

Sl. No. & programme level	Name of the programme / course	Duration	Entry Qualification	Medium of Institution	Sanctioned Student Strength	No. of Student Admitted
1. U.G.	B.A.	3 yrs.	H.S. Pass	Bengali & English	Hons. 385, Gen. 300	Hons. 360  Gen. 308
2. U.G.	B.Sc.	3 yrs.	H.S. Pass	Bengali & English	Hons. 120 Pass. 60 each subject	Hons. 111 Gen. 23

<b>3. P.G. Distance mode under i) Rabindra Bharati University ii) Burdwan University</b>	M.A. in English, Bengali, History, Geography, Education, Environmental Science, Sanskrit, Pol. Science, Philosophy	2 yrs.	Graduation	Bengali & English	Geography- 40, Other subjects- 200 each	R.B.U.- 653 B.U.- 558
--	--	--------	------------	-------------------	---	--------------------------

### 11. List of departments (U.G.):

<b>Arts</b>
<i>Departments:</i> Bengali, English, Geography, History, Sanskrit, Philosophy, Political Science, Economics, Music, Education
<b>Science</b>
<i>Departments:</i> Mathematics, Physics, Chemistry

### 12. Unit Cost Education (As per Audit Report, 2011-2012)

a) Unit cost= total annual expenditure budget (actual) divided by number of students enrolled  
Rs.14, 669/-

b) Unit cost calculated excluding salary component: Rs.1539/-

## B) Criterion-wise Inputs

### Criterion I: Curricular Aspects:

#### 1. Does the College have a stated

Vision? Yes  No

Mission? Yes  No

Objective? Yes  No

#### 2. Does the College offer self-financial Programme?

If yes, how many?

Yes  No

6 (Six)

Sl. No.	Programme	Fee charged
	<b>Certificate Course</b>	
1	3 months' Certificate Course in Computer Application	Rs.1100/-
2	3 months' Certificate Course in Spoken English	Rs.500/-
3	3 month Certificate Course in Spoken Sanskrit	Rs.400/-
4	6 months' Certificate Course in Creative Dance	Rs.1100/-
5	Three months' Beautician Course ( to be introduced shortly )	Rs.500/-
6	Six months 'certificate course on Music	Rs.1100/-

**3. Number of Programmes offered under**

a. annual System

9
---

b. semester System

Nil
-----

c. trimester System

Nil
-----

**4. Programmes with**

a. Choice based credit System

Yes		No	✓	Number	Nil
-----	--	----	---	--------	-----

b. Inter/ multiplinary approach

Yes		No	✓	Number	Nil
-----	--	----	---	--------	-----

c. Any other, specify

Yes		No	✓	Number	Nil
-----	--	----	---	--------	-----

**5. Are the Programmes where assessment of teachers by students is practiced?**

Yes	✓	No		Number	2
-----	---	----	--	--------	---

**6. Are the Programmes taught only by Visiting faculty?**

Yes		No	✓	Number	
-----	--	----	---	--------	--

**7. New programmes introduced**

**During the last five years**

UG

Yes	✓	No		Number	02
-----	---	----	--	--------	----

PG

Yes		No		Number	Nil
-----	--	----	--	--------	-----

Any Other (Certificate Course)

Yes	✓	No		Number	05
-----	---	----	--	--------	----

8. How long does it take for the institution to introduce a new programme within the existing system?

At least one year
-------------------

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	✓	No	
-----	---	----	--

10. Was there major syllabus revision during the last five years? If yes, indicate the number.

No

11. Is there a provision for Project Work etc. in the programme? If yes, indicate the number.

Yes	✓	No		Number	2
-----	---	----	--	--------	---

12. Is there any mechanism to obtain feedback on curricular aspects from?

- a. Academic Peers?
- b. Alumni?
- c. Students?
- d. Employers?
- e. Any other? (Retired Professors, Visiting Professors)

Yes	✓	No	
Yes	✓	No	
Yes	✓	No	
Yes	✓	No	
Yes	✓	No	

## Criteria II: Teaching-Learning and Evaluation:

### 1. How are students selected for admission to various courses?

- a) Through an entrance test developed by the institution
- b) Common entrance test conducted by the University/ Government
- c) Through interview
- d) Entrance test and interview
- e) Merit at the previous qualifying examination
- f) Any other (Specify)\*

✓
✓

(If more than one method is followed, kindly specify the weightages)

### 2. Highest and Lowest percentage of marks (in aggregate out of 500 marks) at the qualifying examination considered for admission during the previous academic year (Subject wise for Session 2012-2013).

Programmes	Open category (%)		SC category (%)		ST category (%)		
	Highest	Lowest	Highest	Lowest	Highest	Lowest	
B.A.							
Bengali (H)	86%	75.6%	72.8%	66.4%	66.8%	65.8%	
English (H)	87.6%	79.6%	77.6%	73.6%	72.2%	70.8%	
Sanskrit (H)	77.8%	70.4%	64.8%	57.4%	66.8%	59.2%	
Economics (H)	67.8%	47.4%	47.2%	—	49.4%	—	

Political SC (H)	68%	45.8%	59%	—	60.2%	47.2%	
History (H)	83.6%	64.2%	66.2%	49.4%	64.4%	51%	
Philosophy (H)	71.6%	59.4%	65.6%	41.2%	47%	44%	
Geography (H)	84.6%	78.4%	77.6%	70.6%	75.4%	69.2%	
Mathematics (H)	78.2%	70.6%	64%	55.4%	61.8%	51.2%	
B.A. (General)	78.4%	30.4%	52.6%	36.6%	53.2%	34.2%	

3. Number of working days during the last academic year

241
-----

4. Number of teaching days during the last academic year

180
-----

6. a. Number of regular and permanent teachers (gender-wise)

Associate Professor

M	5	F	3
M	6	F	1
M	0	F	0
M	9	F	5
M	20	F	9

Assistant Professor (Stage I)

Assistant Professor (Stage II)

Govt. approved Part-Time Teacher

Total

b. Number of temporary teachers (gender-wise):

Guest & Visiting Teachers appointed by GB

Contractual Part-Time Teacher

Any other

Total

M	10	F	5
M	1 (ENVS)	F	0
M	0	F	0
M	11	F	5

c. Number of teachers:

1. From the same State

2. From outside the State

45
NIL

**7. Number of permanent teachers and their percentage to the total number of faculty:**

a. Number in % 100%

b. Teacher: student ratio

c. Percentage of faculty who have served as resource Persons in Workshop/ Seminars during the last five years.

28	63.6%
1:34	

13.6%
-------

d. Number of faculty development programmes availed by

teachers (last five years)

1 2 3 4 5

UGC/ FIP programme:

Refresher:

Orientation:

Any other (specify):

0	0	0	0	0
0	0	0	2	0
0	0	0	0	2
-	-	-	-	-



**8. Number and percentage of the courses where  
predominantly the lecture method is practiced:**

13	80%
----	-----

**9. Does the college have the tutor-ward system?**

Yes  No

**10. Are remedial programmes offered?**

Yes	<input checked="" type="checkbox"/>	No		Number	11
-----	-------------------------------------	----	--	--------	----

**11. Are bridge courses offered?**

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

**12. Are there courses with ICT – enabled  
teaching-learning process**

Yes	<input checked="" type="checkbox"/>	No		Number	13
-----	-------------------------------------	----	--	--------	----

**13. Is there a mechanism for?**

a. *Self-appraisal of faculty?*

Yes  No

b. *Student assessment of faculty performance?*

Yes  No

c. *Expert/ Peer assessment of faculty performance?*

Yes  No

**14. Do the faculty members perform additional administrative work? If yes, the average number of hours spent by the faculty per week.**

Yes  No

Six to nine hours per day during examination and admission, apart from meetings, etc.

**Criterion III: Research, Consultancy and Extension:**

1. How many teaching faculty are actively involved in research? (Guiding student research managing research projects etc.)

Number                  % of total

07	43%
----	-----

2. Research collaborations a) National Yes  No

b) International Yes  No

3. Is the faculty involved in consultancy work? Yes  No

4. a) Do the teachers have ongoing/ completed research projects? If yes, how many?

On going

10
4

Completed

b) Provide the following details about the ongoing projects (Please see Annexure – x)

Major Projects	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	1	Agency	DST	Amount	₹4,02,000.00
Minor Projects	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	4	Agency	UGC	Amount	₹3,79,000.00
College Projects	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number		Amount		Amount	--
Industry Sponsored	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number		Industry		Amount	--
Any other (specify)										
No. of student research projects	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Number		Amount sanctioned by the College			

5. Research publications:

International journals	Yes	✓	No		Number	5
National journals-refereed papers	Yes	✓	No		Number	14
College journal	Yes	✓	No		Number	
Books	Yes	✓	No		Number	1
Abstracts	Yes	✓	No		Number	60
Any other(specify	Yes		No	✓	Number	
Award, recognition, patent etc. if any(specify)	Nil					

6. Has the faculty

a) Participated in Conference? Yes  No  Number

40

b) Presented research papers in conferences? Yes  No  Number

38

7. Number of extension activities organized in collaboration with other agencies/ NGOs(such as Rotary/ Lions club) (average of last two years)

10

8. Number of regular extension programmes organized by NSS and NCC(average of last two years)

NSS	NCC	ROVER & RANGER
7	0	2

9. Number of NCC Cadets/ units

M	0	F	0	Units	0
M	0	F	100	Units	02

10. Number of NSS Volunteers/ units

**Criterion IV: Infrastructure and Learning Resources:**

1. (a) Campus area in acres
- (b) Built up area in Sq. Meters
- (\*1 sq. ft. = 0.093 sq.mt)

2. Working hours of the Library
- (a) On working days 07 Hours
- (b) On holidays 0 Hours
- (c) On Examination days 07 Hours

3. Average no. of faculty visiting the library/day  
(average for last two years)

No. of full time teachers-14

No. of part-time teachers (appr.) -14

No of guest teachers-15

No. of visiting lecturer-1

4. Average number of students visiting the library/day  
(average for the last two years)

5. Number of journals subscribed to the institution

6. **Does the library have the open access system?**

Yes	✓	No	
-----	---	----	--

  
Limited open access

7. Total collection (Number):

- a. Books
- b. Textbooks
- c. Reference books
- d. Magazines

Titles	Volumes
5730	22905
4010	16040
1720	6865
02	

e. Current journals

- Indian journals
- Foreign journals
- Peer-reviewed journals
- Back volumes of journals

10
0
0
0

A.E-resources

CDs/ DVDs

Databases

Online journals

Audio-Visual resources

66
N List consortium, 2100 Numbers.
05- T.V.-03, LCD Projector 02, Home Theatre-01(Smart class room)

B. Special collections(numbers)

Repository (World Bank, OECD, UNESCO etc.)

Interlibrary borrowing facility

Materials acquired under special schemes

(UGC, DST etc.)

Yes	No.	No
		✓
		✓
		✓

Materials for Competitive examinations  
including Employment news, Yojana etc.

Book Bank

Braille materials

Manuscripts

Any other (specify)

Yes	Number	No
✓	04	
✓	2426	
		✓
		✓
✓	**	

\*\* Any other (specify)

Sl. No.	Name of items	Number
1	Traditional musical instruments	06
2	Gramophone / DVD Player	02
3	Record player	02
4	Old Gramophone Record	X
5	Archive of traditional culture	X

8. Number of books/journals/periodicals added during the last two years and their total cost

	The year before last (2010-2011)		Last Year (2011-2012)	
	Number	Total Cost	Number	Total Cost
Text books	752	2,12,028.00	390	97,959.00
Reference Books	502		258	
Other books	--	--	--	--
Journals/Periodicals	10	7590.00	10	7590.00
Encyclopedia	--	--	--	--
Any other(specify)	--	--	--	--

9. Mention the

Total carpet area of the Central Library (in sq. ft.)

4000
X
X
Students-70 Teachers-35

Number of departmental libraries

Average carpet area of the departmental libraries

Seating capacity of the Central Library ( Reading room)

10. Status of Automation of the Library

not initiated

fully automated

 Digitized

partially automated

11. Percentage of library budget in relation to the total budget

N.A.
------

12. Services/facilities available in the library (If yes, tick in the box)

Circulation

Clipping

Bibliographic compilation

Reference

Reprography

Computer and Printing

Internet

Inter-library loan

Power back up

Information display and notification

User orientation /information literacy

Any other (specify)

Book bank
-----------

13. Average number of books issued/returned per day

250
-----

14. Ratio of library books to the number of students enrolled

17:1
------

15. Computer facilities

Number of computers in the college 53 (Desktop-36& Laotop-17)

Number of Departments with computer facilities 05

Central computer facility ( Number of terminals )

11
----

Budget allocated for purchase of computers during the last academic year

<p><b>Rs.8,23,300.00 –</b></p> <p>Desktop- Rs.230000.00</p> <p>Laptop- Rs.593300.00</p>
---

Amount spent on maintenance and upgrading of computer facilities during the last academic year

25,200.00
-----------

Internet Facility, Connectivity

MTS Modem

Micromax Modem

Dialup	Broadband	Other (specify)
	✓	Wi-Fi zone

Number of nodes/ computers with Internet facility

15
----

16. Is there a Workshop/Instrumentation Centre?

Yes		No	✓	Available from the year
-----	--	----	---	-------------------------

17. Is there a Health Centre?

Yes		No	✓	Available from the year
-----	--	----	---	-------------------------



18. Is there Residential accommodation for:

Faculty?

Non-teaching staff?

Yes		No	✓
Yes		No	✓
Yes	✓	No	
150 Number			
Nil			
150 Number			

19. Are there student Hostels?

If yes, number of students residing in hostels

Male

Female

20. Is there a provision for?

a) Sports fields

b) Gymnasium

c) Women's rest rooms

d) Transport

e) Canteen/Cafeteria

f) Students Centre

g) Vehicle parking facility

Yes	✓	No	
Yes	✓	No	
Yes	✓	No	
Yes	✓	No	
Yes	✓	No	
Yes	✓	No	
Yes	✓	No	

**Criterion V: Student Support and Progression:**

**1. a. Students strength (Provide information in the following format, for the last year.)**

Student Enrolment	UG			PG (Distance mode of education)		M.Phil.			Ph.D.			Diploma / Certificate			Self-Funded			
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located	NIL	1225	1225	Nil	1211	-	-	-	-	-	-	-	-	-	-	-	-	-
	NIL	1326	1326	Nil	1211													
Number of students from other States	Nil	02	Nil	Nil	Nil	-	-	-	-	-	-	-	-	-	-	-	-	-
Number of NRI students	Nil	Nil	Nil	Nil	Nil	-	-	-	-	-	-	-	-	-	-	-	-	-
Number of foreign students	Nil	Nil	Nil	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**M – Male, F- Female, T-Total**

**b. Dropout rate in UG and PG (average for the last two batches)**

Programme	Year	Number	Percentage
UG	2011-12	88	07.18%
	2012-13	62	04.60%
PG (Distance mode)	N.A.	N.A.	N.A.

2. Financial support for students: (last Year)

Endowments:

Free ship:

Number	Amount Rs.
8	1,45,517.00
10% Students	1,08000.00

Scholarship (Government)

Scholarship (Institution)

Number of loan facilities

Any other financial support (specify)

190	92,100.00
53	2,12,400.00
Nil	Nil
Nil	Nil

3. Does the college obtain feedback from students on their campus experience? Yes  No

4. Major cultural events (data for last year)

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate				✓		40
Inter-university						
National						
Any other (specify) Vivekananda Youth Festival				✓		50

## 5. Examination Results (data of past five years)

Results	UG(SC/Arts)					
	2008-09	2009-10	2010-11	2011-12	2012-13	
Pass Percentage (Science)	77.78%	60%	91%	91%	71.43%	
Pass Percentage (Arts)	42.27%	79.04%	85.33%	85.16%	78.61%	
Number of first classes (Science)	1	1	2	0	4	
(Arts)	13	21	14	20	9	
Number of distinctions*						
Ranks**(if any)	--	--	--	--	--	--

(\* Add more columns if not adequate)

### Distinction

Name of the Department	Year wise Distinction/ 1 <sup>ST</sup> Class				
	2008-09	2009-10	2010-11	2011-12	2012-13
English	1	--	6	3	2
Bengali	1	13	4	7	3
Geography	--	--	--	2	1
History	2	1	1	--	--
Philosophy	--	--	--	--	--
Political Science	--	--	2	--	--
Sanskrit	9	7	--	8	3
Mathematics	1	1	2	--	3
Economics	--	--	1	--	1

**\*\* Ranks:Nil**

6. Number of overseas programmes on campus and income earned:

Number	Amount	Agency
Nil	--	--

7. Number of students who have passed the following examinations during the last five years.

NET	1	-	-	1	10
SLET	-	-	1	-	-
CAT	-	-	-	-	-
TOEFL	-	-	-	-	-
GRE	-	-	-	-	-
GMAT	-	-	-	-	-
Civil services (IAS / IPS/IFS)	-	-	-	20	30
Defense Entrance (Police)	-	-	-	-	-
Other services	20	32	50	61	75
Any other (specify)* (School Service Commission)	5	4	3	6	2
* Banking & Railway					

8. Is there a Student Counseling

Yes	✓	No	
-----	---	----	--

Centre?

9. Is there a Grievance Redressal

Yes	✓	No	
-----	---	----	--

Cell?

10. Does the college have an Alumni

Association?

Yes	✓	No		Formed in the	2005-
				year	06

11. Does the college have a Parent-

Teacher Association?

Yes		No	✓	Formed in the	
				year	

## Criterion VI: Governance and Leadership:

**1. Has the institution appointed a permanent Principal?**

Yes	✓	No	
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If yes, denote the qualifications

M.A., Ph.D.
Does not arise.

If No, how long has the position been vacant?

**2. Number of professional development programmes held for the Non-teaching staff (last two years).**

2011-12	2012-13
1	1

**3. Financial resources of the college(approximate amount)-Last year's data (2011-2012)**

Grant-in-aid	Rs.2,19,54,178
Fee from aided courses	Rs.1,87,3210
Donation	Rs. Nil
Fee from Self-funded courses (College Computer Training Centre)	Rs.5,500
Bank Interest	Rs.1,95,788
Miscellaneous	Rs.3,13,952
RBU (PG) Study center	Rs.29,548
Scholarship & Stipend	Rs.56,220
UGC Seminar	Rs.1,25,000
UGC (MS) Assistance to VCT (11 <sup>th</sup> Plan)	Rs.18,000
Victoria Memorial Hall Seminar	Rs.90,000
Environmental Studies	Rs.3,090
UGC Minor Research in Hu & SC (11 <sup>th</sup> Plan)	Rs.2,62,500
UGC (MS) Entry –into - Services	Rs.2,00,000
UGC (MS) NRC –General	Rs.12,000
UGC (MS) Remedial Coaching (Recurring)	Rs.2,00,000
Building Grant	Rs.1,50,7231
<b>Total</b>	<b>Rs.2,68,46,217</b>

#### 4. Statement of Expenditure (for last two years):

Item	2010-11		2011-12	
% spent on the salaries of faculty	Rs.1,72,70836	73.5%	Rs.19334686	77%
% spent on the salaries of non-teaching employees including contractual workers	Rs.2,33,4135	11.21%	Rs.2619501	11.62%
% spent on books and journals	Rs.2,29,514	0.98%	Rs.97959	0.39%
% spent on Building development	Rs.1,40,1026	5.96%	Rs.1347874	5.36%
% spent on hostels, and other student amenities	Rs.3,59,815	1.53%	Rs.458,427	1.82%
% spent on maintenance - electricity, water, telephones, infrastructure	Rs.1,27,632	0.54%	Rs.1,99,414	0.80%
% spent on academic activities of departments - laboratories, green house, animal house, field trips etc.	Rs.15,094	0.006%	Rs.13,202	0.012%
% spent on research, seminars, etc.	Rs.1,24,0313	5.28%	Rs.4,96817	1.98%
% spent on miscellaneous expenditure	Rs.2,10,112	0.89%	Rs.240184	0.95%
<b>Total</b>	<b>Rs.2,34,88,477</b>		<b>Rs.2,51,08,064</b>	

**Note:** The institution may provide the details regarding the above table as per the heads of accounts being maintained. However, care may be taken to cover the above items.

**5. Dates of meetings of Academic and Administrative Bodies during the last two years.**

**i. GOVERNING BODY/ EXECUTIVE COMMITTEE:**

2011-2012	2012-2013
7/4/11, 2/6/11, 9/6/11, 19/7/11, 7/9/11, 26/11/11, 26/11/11, 21/2/12, 15/3/12, Total = 09	16/5/12, 11/8/12, 11/8/12, 22/9/12, 22/9/12, 30/11/12, 1/3/13 Total=07

**ii. IQAC (G.B.):**

2011-2012	2012-2013
7/9/11, 26/11/11, 5/3/12, 29/3/12	11/8/13, 22/9/12, 30/11/12, 19/2/13, 1/3/13

**iii. DEVELOPMENT (BUILDING) COMMITTEE (G.B.) :**

2011-2012	2012-2013
30/11/11, 2/1/12, 13/3/12,	12/4/12, 27/11/12, 13/12/12,

**iv. LIBRARY COMMITTEE:**

2011-2012	2012-2013
01.04.11,03.06.11,27.07.11 22.12.11,12.01.12,22.02.12	11.04.12,16.07.12,28.08.12, 23.11.12,27.02.13



**v. PURCHASE COMMITTEE (G.B.):**

2011-2012	2012-2013
11/05/11, 3/8/11, 9/9/11, 9/11/11, 30/11/11, 10/01/12, 24/01/12,	10/5/12, 31/01/13, 19/03/13,

**vi. FINANCE COMMITTEE (G.B.):**

2011-2012	2012-2013
	6/10/12, 21/2/13

**vii. STANDING COMMITTEE (APPT.)**

2011-2012	2012-2013
21/4/11,	1/9/12, 17/10/12, 23/11/12, 1/3/13,

**viii. CENTRE COMMITTEE (G.B.):**

2011-2012	2012-2013
28/3/12,	15/3/13

**ix. ELECTION COMMISSION**

2011-2012	2012-2013
1/12/11, 5/12/11, 7/12/11, 21/12/11	18/12/12, 9/01/13,

**x. R.B.U (P.G) STUDY CENTRE ADVISORY COMMITTEE**

2011-2012	2012-2013
24/8/11	21/4/12, 24/5/12, 7/10/12

**xi. ACADEMIC COUNCIL / TEACHERS' COUNCIL**

2011-2012	2012-2013
6/4/11, 11/5/11, 7/7/11, 8/9/11, 20/12/11, 14/2/12, 6/3/12	4/4/12, 26/6/12, 26/7/12, 12/2/13, 28/2/13, 21/3/13

**xii. ADMISSION COMMITTEE**

2011-2012	2012-2013
28/5/11, 14/6/11, 5/7/11, 26/7/11,	29/5/12, 26/6/12,

**xiii. EXAMINATION COMMITTEE**

2011-2012	2012-2013
29/3/11, 10/5/11, 10/1/12, 7/2/12,	31/5/12, 21/12/12, 10/1/13, 17/1/13, 13/2/13, 19/3/13

**xiv. CULTURAL ADVISORY COMMITTEE**

2011-2012	2012-2013
28/7/11	17/8/12, 13/9/12, 21/9/12, 23/11/12

**xv. MAGAZINE COMMITTEE**

2011-2012	2012-2013
2/12/11,	22/11/12, 4/12/12

**xvi. SPORTS COMMITTEE**

2011-2012	2012-2013
1/12/11	1/12/12

**xvii. HOSTEL COMMITTEE**

2011-2012	2012-2013
20/8/11, 13/9/11	12/4/12, 11/7/12, 17/8/12

**xviii. ANTIRANGING COMMITTEE**

2011-2012	2012-2013
14/7/11	6/7/12

**xix. CARRER COUNSELING CELL**

2011-2012	2012-2013
14/7/11, 16/8/11, 3/11/11, 2/1/12	7/12/12, 9/12/12,

**xx. GRIEVANCE REDRISAL / WOMEN'S CELL**

2011-2012	2012-2013
14/7/11, , 2/1/12	7/12/12, 21/7/12, 9/12/12, 4/1/13

**xxi. RESEARCH COMMITTEE (T.C.):**

2011-2012	2012-2013
	5/4/13

**xxii. ALUMINI ASSOCIATION (T.C.) :**

2011-2012	2012-2013
21/4/11, 23/7/12, 1/12/11, 11/12/11	18/12/12, 9/1/13

**xxiii. COMMITTEE FOR FEETBACK MACHANISM (T.C.):**

2011-2012	2012-2013
2/1/12, 7/2/12	4/1/13, 19/3/13

**xxiv. COMMITTEE FOR EXTENTION (N.S.S.) ACTIVITIES (T.C.):**

2011-2012	2012-2013
2/9/11, 13/10/11, 1/10/11	17/10/12, 20/11/12

**xxv. ROUTINE ADVISORY COMMITTEE (T.C.):**

2011-2012	2012-2013
22/5/11	24/5/12

**xxvi. STUDENT UNION ADVISORY COMMITTEE (T.C.):**

2011-2012	2012-2013
6/4/11, 8/9/11, 14/2/12	6/3/12, 26/7/12, 12/2/13, 213/13

**xxvii. PROSPECTUS COMMITTEE (T.C.):**

2011-2012	2012-2013
14/5/11	15/5/12

**xxviii. CANTEEN COMMITTEE (T.C.):**

2011-2012	2012-2013
11/5/11, 7/7/11, 14/2/12	26/6/12, 26/7/12, 28/2/13

**6. Are there Welfare Schemes for academic community?**

**Loans:**

Yes	✓	No	
Yes	✓	No	
Yes	✓	No	

**Medical allowance**

**Financial help for the researchers**

**7. Are the ICT supported/ Computerized units / processes/activities for the following?**

a) Administrative section/ Office

b) Finance Unit

c) Student Admissions

d) Placement

e) Aptitude Testing

f) Examinations

g) Students Record

a) Yes	✓	No	
b) Yes	✓	No	
c) Yes	✓	No	✓
d) Yes		No	✓
e) Yes		No	✓
f) Yes		No	✓
g) Yes	✓	No	✓

**Criterion VII: Innovative Practices:**

1. Has the institution established  
Internal Quality Assurance Mechanisms?

Yes	✓	No	
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2. Do students participate in the Quality  
Enhancement initiatives of the institution?

Yes	✓	No	
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3. What is the percentage of the following student categories in the institution?

a. SC	15.74%
b. ST	6.65%
c. OBC	13.85%
d. Women	100%
e. Differently-able	0.05%
f. Rural	65%
g. Tribal	NIL
h. Any other (specify) Urban	35%

**4. What is the percentage of the following category of staff?**

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	3	18.75	8	73%
b	ST	NIL	0%	NIL	0%

c	OBC,MOBC & TGL	NIL	0%	NIL	0%
d	Women	6	37.5%	5	45.45%
e	Physically-challenged	Nil	0%	Nil	0%
f	General Category	13	81.25%	3	27.27%
g	Any other (specify)Visually Challenged)	1	6.25%	Nil	0%

**5. What is the percentage incremental academic growth of the following category of students for the last two batches?**

Sl. No.	Category	At Admission				On completion of the course			
		Batch I (2008-09)		Batch II (2009-10)		Batch I (2010-11)		Batch II (2011-12)	
		M	F	M	F	M	F	M	F
a.	SC	0	123	0	128	0	20	0	15
b.	ST	0	32	0	32	0	10	0	5
c.	OBC	0	19	0	40	0	8	0	5
d.	Women	574		694		155		136	
e.	Physically challenged	0	0	0	0	0	0	0	0
f.	General Category	0	400	0	434	0	117	0	111
g.	Any other(specify)*	0	0	0	0	0	0	0	0

## Profile of the Departments

### 1. Department of Bengali:

		<b>Responses</b>	
1.	Name of the Department	<b>BENGALI</b>	
2.	Year of Establishment	UG-G: 1973 UG-H: 1975	
3.	Number of Teachers sanctioned and present position	03	3+1 PTS +2 GL
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students (2012-13)	Teacher-6 Hons. student-148 Gen. student- 615	
7.	Demand Ratio (No. of seats : No. of applications)	N.A.	
8.	Ratio of Teachers to Students	Hons. 01:25 Gen. 01:102	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2009-10	
11.	Number of students passed NET/SLET etc. (last two years)	N.A.	



12.	Success Rate of students (What is the pass percentage as compared to the University average?)	(Hons.) 95% (Gen.) 70%	
13.	University Distinction/ Ranks	2 <sup>nd</sup> (2010-2011 & 2011-2012)	
14.	Publications by faculty (last 5 years)	Books – 3 Articles - 49	
15.	Awards and recognition received by faculty (last five years)	Ph. D. – Two Post-doctoral fellowship-1	
16.	Faculty who have Attended National and International Seminars (last five years)	SM-34 (National seminar), 04 (International seminar) AM-13, TM-02, JG-03, BD-03 (National seminar)	
17.	Number of National and International seminars organized (Last five years)	02 (National seminar)	Nil (International seminar)
18.	Number of teachers engaged in consultancy and the revenue generated	02	
19.	Number of Ongoing projects and its total outlay	2	229000.00
20.	Research projects completed during last two years & its total outlay	01	25000.00
21.	Number of inventions and patents	NA	NA
22.	Number of Ph. D theses guided during the last two years	Nil	

23.	Number of Books in the Departmental Library, if any	There is no departmental library.
24.	Number of Journals/Periodicals	02
25.	Number of Computers	03 (UCG sponsored Laptop)
26.	Annual Budget	Centralized

☞ PTTS- Part-time teachers, GL- Guest lecturers

## **2. Department of English:**

		<b>Responses</b>	
1.	Name of the Department	<b>ENGLISH</b>	
2.	Year of Establishment	1995	
3.	Number of Teachers sanctioned and present position	3	1
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students	1(Permanent), P.T.-1, G.T-3and Hons. 150 Gen. 100	
7.	Demand Ratio (No. of seats: No. of applications)	9:16	
8.	Ratio of Teachers to Students	Hons. 1:30 Gen. 1:20	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2005	
11.	Number of students passed NET/SLET etc. (last two years)	10	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	81%	
13.	University Distinction/ Ranks	Nil	

14.	Publications by faculty (last 5 years)	17	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	05	Nil
17.	Number of National and International seminars organized (Last five years)	02	
18.	Number of teachers engaged in consultancy and the revenue generated	01	
19.	Number of Ongoing projects and its total outlay	Nil	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	Nil	
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	There is no departmental library.	
24.	Number of Journals/Periodicals	Nil	
25.	Number of Computers	01 (UGC Sponsored laptop)	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)

### 3. Department of Geography:

		<b>Responses</b>	
1.	Name of the Department	<b>GEOGRAPHY</b>	
2.	Year of Establishment	1983	
3.	Number of Teachers sanctioned and present position	3	1
4.	Number of Administrative Staff	NIL	
5.	Number of Technical Staff	1	
6.	Number of Teachers and Students	1, 2 PTTs& 2 guest lecturer (Govt. approved), GL-01, 68(H),	
7.	Demand Ratio (No. of seats: No. of applications)	1:20	
8.	Ratio of Teachers to Students	Hons.1:30 Gen. 1:60	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2011-12	
11.	Number of students passed NET/SLET etc. (last two years)	2	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	90%	
13.	University Distinction/ Ranks	Nil	

14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	5	Nil
17.	Number of National and International seminars organized (Last five years)	Nil	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	
19.	Number of Ongoing projects and its total outlay	Nil	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	Nil	
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	There is no dept. library.	
24.	Number of Journals/Periodicals	Nil	
25.	Number of Computers	10+1(laptop)	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)

#### **4. Department of History:**

		<b>Responses</b>	
1.	Name of the Department	<b>HISTORY</b>	
2.	Year of Establishment	UG-G: 1973 UG-H: 2002	
3.	Number of Teachers sanctioned and present position	3	3+2 PTS
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students (2012-13)	Teaacher-5 Hons. student-146 Gen. student-380	
7.	Demand Ratio (No. of seats : No. of applications)	N.A.	
8.	Ratio of Teachers to Students	Hons. 1:30 Gen. 1:76	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2006-07	
11.	Number of students passed NET/SLET etc. (last two years)	N.A.	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	(H) 75% (G) 70%	
13.	University Distinction/ Ranks	Nil	
14.	Publications by faculty (last 5 years)	Books – Nil Articles - 6	
15.	Awards and recognition received by faculty (last five years)	Nil	

16.	Faculty who have Attended National and International Seminars (last five years)	BB-6, US-7, AB-6, AH-5, MB-5 (National seminar)	
17.	Number of National and International seminars organized (Last five years)	1	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	3	
19.	Number of Ongoing projects and its total outlay	Nil	Nil
20.	Research projects completed during last two years & its total outlay	Nil	Nil
21.	Number of inventions and patents	NA	NA
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	There is no departmental library.	
24.	Number of Journals/Periodicals	02	
25.	Number of Computers	03 (UCG sponsored Laptop)	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)



## **5. Department of Sanskrit:**

		<b>Responses</b>	
1.	Name of the Department	<b>SANSKRIT</b>	
2.	Year of Establishment	1973	
3.	Number of Teachers sanctioned and present position	2	1
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students	5 (Permanent-01, P.T.T.-2 (approved) G.T.-2) – 708  (UG (Hons)-127, UG (Gen)-581)	
7.	Demand Ratio (No. of seats: No. of applications)	1:4	
8.	Ratio of Teachers to Students	1:25 (UG Hons.) 1:116 (UG Gen)	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2010	
11.	Number of students passed NET/SLET etc. (last two years)	1	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	92%	
13.	University Distinction/ Ranks	08- 1 <sup>st</sup> class	
14.	Publications by faculty (last 5 years)	7	

15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	17	Nil
17.	Number of National and International seminars organized (Last five years)	1	
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	Number of Ongoing projects and its total outlay	Nil	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	Nil	
22.	Number of Ph. D theses guided during the last two years	N.A.	
23.	Number of Books in the Departmental Library, if any	There is no dept. library	
24.	Number of Journals/Periodicals	01	
25.	Number of Computers	01	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)

## **6. Department of Philosophy:**

		<b>Responses</b>	
1.	Name of the Department	<b>PHILOSOPHY</b>	
2.	Year of Establishment	1964	
3.	Number of Teachers sanctioned and present position	02	02
4.	Number of Administrative Staff	01	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students	2 and 30	
7.	Demand Ratio (No. of seats: No. of applications)	40:50	
8.	Ratio of Teachers to Students	2:15	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	N.A.	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	75%	
13.	University Distinction/ Ranks	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup>	
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	1(15)	Nil

17.	Number of National and International seminars organized (Last five years)	01	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	
19.	Number of Ongoing projects and its total outlay	Nil	
20.	Research projects completed during last two & its total outlay	01	80,000/-
21.	Number of inventions and patents	Nil	
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	There is no dept. library	
24.	Number of Journals/Periodicals	01	
25.	Number of Computers	01	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)

## **7. Department of Political Science:**

		<b>Responses</b>	
1.	Name of the Department	<b>POLITICAL SCIENCE</b>	
2.	Year of Establishment	Gen.-1973 Hons.-1994 - 1995	
3.	Number of Teachers sanctioned and present position	03	One Full Time Teacher, One Govt. Approved Part Time and 3 Guest Teachers and two Visiting Prof.
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students	5 and 40	
7.	Demand Ratio (No. of seats: No. of applications)	5: 3	
8.	Ratio of Teachers to Students	32.83	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2005-2006	
11.	Number of students passed NET/SLET etc. (last two years)	N.A.	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	50%	
13.	University Distinction/ Ranks	Nil	
14.	Publications by faculty (last 5 years)	2 Books	

15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	Nil	
17.	Number of National and International seminars organized (Last five years)	2- One Regional, one National	
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	Number of Ongoing projects and its total outlay	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	0	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	There is no departmental library.	
24.	Number of Journals/Periodicals	Nil	
25.	Number of Computers	1	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)

## 6. Department of Economics:

		<b>Responses</b>	
1.	Name of the Department	<b>ECONOMICS</b>	
2.	Year of Establishment	UG(G)1973, UG(H)2006	
3.	Number of Teachers sanctioned and present position	2	2 Full time 2 Govt. approved Part-time teachers
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students (2012-2013)	Teachers- 4  Students- UG (H) 12, UG (G)52	
7.	Demand Ratio (No. of seats: No. of applications) (2012-2013)	3:1	
8.	Ratio of Teachers to Students	1:16	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2008-2009	
11.	Number of students passed NET/SLET etc. (last two years)	N.A.	
12.	Success Rate of students (What is the pass percentage as compared to the University average? (2011-2012)	UG(H) 66.6% UG(G) 40%	
13.	University Distinction/ Ranks	Nil	
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	

16.	Faculty who have Attended National and International Seminars (last five years)	04	Nil
17.	Number of National and International seminars organized (Last five years)	01	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	
19.	Number of Ongoing projects and its total outlay	01	Rs.107000.00
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	N.A.	
22.	Number of Ph. D theses guided during the last two years	N.A.	
23.	Number of Books in the Departmental Library, if any	There is no departmental library	
24.	Number of Journals/Periodicals	02	
25.	Number of Computers	Nil	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)



## 9. Department of Music:

		<b>Responses</b>	
1.	Name of the Department	<b>MUSIC</b>	
2.	Year of Establishment	2008	
3.	Number of Teachers sanctioned and present position	1	State Govt. approved Part Time Teacher
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	1(Accompanist)	
6.	Number of Teachers and Students	1 and	
7.	Demand Ratio (No. of seats: No. of applications)	60: 100	
8.	Ratio of Teachers to Students	1: 60	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2005	
11.	Number of students passed NET/SLET etc. (last two years)	N.A.	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	100 %	
13.	University Distinction/ Ranks	15 (2012-13)	
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	15	Nil
17.	Number of National and International seminars organized (Last five years)	01	Nil

18.	Number of teachers engaged in consultancy and the revenue generated	Nil	
19.	Number of Ongoing projects and its total outlay	Nil	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	Nil	
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	250	
24.	Number of Journals/Periodicals	Nil	
25.	Number of Computers	01	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)

### **10. Department of Education:**

		<b>Responses</b>	
1.	Name of the Department	<b>EDUCATION</b>	
2.	Year of Establishment	2009-2010	
3.	Number of Teachers sanctioned and present position	1	Guest Teacher
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	1(Accompanist)	
6.	Number of Teachers and Students	1 and 240	
7.	Demand Ratio (No. of seats: No. of applications)	120: 360	
8.	Ratio of Teachers to Students	1: 120	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2009-2010	
11.	Number of students passed NET/SLET etc. (last two years)	N.A.	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	100 %	
13.	University Distinction/ Ranks	N.A.	
14.	Publications by faculty (last 5 years)	N.A.	
15.	Awards and recognition received by faculty (last five years)	N.A.	
16.	Faculty who have Attended National and International Seminars (last five years)	01	Nil
17.	Number of National and International seminars organized (Last five years)	Nil	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	

19.	Number of Ongoing projects and its total outlay	Nil	
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	Nil	
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	There is no departmental library	
24.	Number of Journals/Periodicals	Nil	
25.	Number of Computers	Nil	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)

### **11. Department of Mathematics:**

		<b>Responses</b>	
1.	Name of the Department	<b>MATHEMATICS</b>	
2.	Year of Establishment	2006	
3.	Number of Teachers sanctioned and present position	01	01 PTT 03 GL
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	Nil	
6.	Number of Teachers and Students	03 & 80	
7.	Demand Ratio (No. of seats : No. of applications)	39:155	
8.	Ratio of Teachers to Students	01:16	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2004-2005	
11.	Number of students passed NET/SLET etc. (last two years)	N.A.	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	60%	
13.	University Distinction/ Ranks	Nil	
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	05	Nil
17.	Number of National and International seminars organized (Last five years)	Nil	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil

19.	Number of Ongoing projects and its total outlay	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	Nil
21.	Number of inventions and patents	Nil	Nil
22.	Number of Ph. D theses guided during the last two years	Nil	
23.	Number of Books in the Departmental Library, if any	Nil	
24.	Number of Journals/Periodicals	There is no dept. library	
25.	Number of Computers	8 Desktop, 1 Laptop (UGC funded)	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)

## **12. Department of Physics:**

		<b>Responses</b>	
1.	Name of the Department	<b>PHYSICS</b>	
2.	Year of Establishment	2006	
3.	Number of Teachers sanctioned and present position	01	Nil  03 (Guest Lecturer)
4.	Number of Administrative Staff	Nil	
5.	Number of Technical Staff	01	
6.	Number of Teachers and Students	1 (Guest Lecturer), and 96 (Students)	
7.	Demand Ratio (No. of seats: No. of applications)	01:03	
8.	Ratio of Teachers to Students	01:24	
9.	Number of research scholars who had their master's degree from other institutions	N.A.	
10.	The year when the curriculum was revised last	2008	
11.	Number of students passed NET/SLET etc. (last two years)	N.A.	
12.	Success Rate of students (What is the pass percentage as compared to the University average?)	87.5%	

13.	University Distinction/ Ranks	Nil	
14.	Publications by faculty (last 5 years)	Nil	
15.	Awards and recognition received by faculty (last five years)	Nil	
16.	Faculty who have Attended National and International Seminars (last five years)	01(02)	Nil
17.	Number of National and International seminars organized (Last five years)	Nil	Nil
18.	Number of teachers engaged in consultancy and the revenue generated	Nil	Nil
19.	Number of Ongoing projects and its total outlay	Nil	Nil
20.	Research projects completed during last two & its total outlay	Nil	
21.	Number of inventions and patents	N.A.	N. A.
22.	Number of Ph. D theses guided during the last two years	N.A.	
23.	Number of Books in the Departmental Library, if any	There is no dept. library	
24.	Number of Journals/Periodicals	Nil	
25.	Number of Computers	01	
26.	Annual Budget	Centralized	

\* Use separate sheets for each department (If applicable)



### **13. Department of Chemistry:**

#### Peer Team Document (PTD) for Affiliated / Constituent Colleges

The department of Chemistry of Bankura Zilla Saradamani Mahila Mahavidyapith started its humble beginning in the year 2006 just thirty-three years after the establishment of the College in 1973. Since the inception of the department, it has steadily developed into a leading and premier centre of teaching and learning for undergraduate education in Chemistry. The areas of taught courses that comprise this department include Inorganic, Organic and Physical branches of Chemistry. The department has a highly qualified and dedicated faculty who caters the academic need of the students.

		Responses	
1	Name of the Department	Chemistry	
2	Year of Establishment	2006	
3	Number of Teachers sanctioned and present position	Sanctioned - 1	Visiting Professor - 1
4	Number of Technical Staff	Lab. Attendant – 1 (Casual )	
5	Demand Ratio (No. of seats : No. of applications)	Admission is done through counseling	
6	Ratio of Teachers to Students	1 : 30 ( Per class )	
7	The year when the curriculum was revised last	2006 – 2007 ( Revised by the University )	
8	Number of students passed NET/SLET etc. (last two years)	NA	
9	Success Rate of students (What is the pass percentage as compared to the University average?)	2010 - 67% (UA - N.A.) 2011 - 100% (UA - N.A.) 2012 - 60%(UA - N.A.) 2013 - 75% (UA - N.A.)	

10	University Distinction/ Ranks	2012 – University Distinction - 2
11	Publications by faculty (last 5 years)	Dr. S.K. Roy – 6
12	Awards and recognition received by faculty (last five years)	Member of Board of Studies of Burdwan University  Member of G.B, Bankura Sammilani College(2009-12); President, Chemical Society, B.C.C.
13	Faculty who have Attended National and International Seminars (last five years)	Dr. S.K. Roy – 6 ( National )
14	Number of National and International seminars organized (Last five years)	Nil. However, the dept. organized an all- India ACT Concept Test in Chemistry – 2012 in the dept. of Chemistry on 1.12.2012.
15	Number of teachers engaged in consultancy and the revenue generated	Dr. S.K. Roy , (Ex – HOD District Water Testing Laboratory) is engaged in free consultancy services by way of analyzing water samples and giving advice to the rural and urban people(individual or Institution on request) for the protection of environment.
16	Number of Ph. D theses guided during the last two years	One student has been awarded Ph.D. degree by the University of Burdwan in 2012 under my supervision.
17	Number of Computers	Desktop – 1 with 1 Laser Printer and internet facilities.
18	Annual Budget	Centralized.

\* Use separate sheets for each department (If applicable)

## **PART - II**

### **Criterion-wise Evaluative Report**

#### **A. Executive Summary**

## **AN EXECUTIVE SUMMARY**

The Criterion-wise analysis of our college clearly reveals our certain treasure troves, the embedded weakness and also its initiatives taken to make up its deficiencies at the earliest. It is our solemn pledge that whatever new initiative taken to corner up our deficiencies will by no means be a temporary arrangement on the so called makeshift arrangement on the part of our college authority and its associate stake holders. The main strength of our college is the follows:

- 1) The basic philosophy of our college is to embarrass all categories of students irrespective of their caste and creed, coming from diverse background in and around the district of Bankura, economically-backward district in the state of west Bengal.
- 2) It has all embracing guiding spirit inherited from the ideals, thought and actions of a 'Universal Mother'. Ma Saradamani, a divine consort of lord Sri Ramkrishna. This creates an academic ambience which would always inspire us and always set to right path for students.
- 3) In terms of infrastructural facilities the position of our college in this district is worth mentioning though there are certain aspects which need to be developed and procured.
- 4) Improvement of the library service is reflected through full-computerization of the library system, purchase of latest text and reference books and journals etc.
- 5) Our college performs as a family where each member's opinion is taken care of before coming to a final discussion. Thus we believe the philosophy of joint decision-making and diversity in thinking at every stage of our development.

6) At present, the college is not in too stringent condition from financial point of view and simultaneously it does not rotate on more profit earning attitude. This supports the welfare approach of the Institution.

7) Regarding utilization of grants received from various agencies including all out attention to research project works, seminars, and workshops has been taken utmost care.

8) Community services, health services, performance in sports activities have been continuing as inseparable something. These activities have linked the institution with greater aspect and perspective of social need and all out development of students.

9) The college has the unique distinction of introducing “Guardians-Teachers Meeting” so as to meet the guardians, listen to their grievances, suggestions and then talk of modalities for the betterment of academic ambience in the college- though we are in the habit of meeting them whenever a problem regarding their ward arises.

10) A constructive, emotional aspiring and harmonizing outlook and approach has embedded in the college including that with all the association and union of students, teachers, non-teaching -staff, parents alumnae, governing body etc.

**The embedded weakness of our college is:-**

- 1) With a view to rejuvenation of the system and for updating of knowledge and pedagogical skills for the professional development of teachers, the efforts from the part of all the teachers are not satisfactory.
- 2) As Govt. grant- in-aid is by no way sufficient for all out development of the institution, so the pertinent target of generating intimal resources is almost absent.
- 3) Linkages to be developed with national, academic, research bodies in the total interest of the academic up-gradation of the institution are almost absent.
- 4) Activities, support and active involvement from the Alumni Association should be maintained as a continuous process in respect of quality assurance and revenue generation for the overall development of our college.
- 5) Introduction and continuation of Placement Service is a must since the same is the demand of the day.

## **B. Criterion I: Curricular Aspects:**

### **1.1.1 Curriculum Design and Development**

**State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?**

#### **Vision: Knowledge knows no boundary**

- Knowledge is the wisdom. Learning is the real wealth of life.
- Creation and dissemination of knowledge in an environment which ensures teacher-learner synergy to empower students.
- Pursuit of excellence
- Emancipation, empowerment and an all-embracing compassion for humanity

#### **Mission: Value-based education**

- Continuous quest for knowledge-based and value-added education.
- Achievement of quality education without compromising on the code of ethics and academic excellence.
- To provide the necessary edge, exposure and holistic education to students laying stress on academic excellence, character building and development of human resources
- To nurture the intrinsic humanistic principles and ethical values
- To provide an interface between the knowledge inculcated within and the challenge confronted without
- Creation and sustenance of a community of learning
- Empowerment and realization of dignity in women.

#### **Communication to stakeholders:**

- The vision and mission of the college are displayed at different locations in the college premises.

- By uploading on the college Website for information to all students and other stakeholders.
- It is brought to the notice of the students by printing the vision and mission statements on the college magazine and prospectus.
- It is also communicated to the students by the Principal and other senior teachers during fresher's welcome of the newly admitted students.

**1.1.2 How does the mission statement reflect the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientation?**

- Our mission statement is aimed at creating a confident, socially productive and society friendly personality for our students.
- Although the college is situated in an urban area, most of the students are from rural background and they come from either economically poor and educationally backward families or middle class families.
- The college plays a vital role of providing a window for the vast outside world through the learning and competitive environment.
- Integrated approach of teaching by our dedicated faculties not only prepares students for university examinations but also for other professional examinations.
- Giving due regards to the present changing situation, the college reflects its mission by initiating some new career orientation certificate courses like Computer Application, Spoken English, Spoken Sanskrit and Creative Dance. Besides these courses the introduction of Beautician Course is also in the offing.

**1.1.3 Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed / adopted, address the needs of the society and have relevance to the regional / national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self-development,**

**Community and National Development, Ecology and environment, Value orientation, Employment, ICT introduction, Global and National demands and so on)**

- Yes.
- The curricula which are offered to the students comprise not only of the traditional and conventional aspects of learning but also help to imbibe the spirit of curiosity, inquisitiveness, proper zeal and right scientific temper.
- The academic programmes in our institution have been introduced keeping in mind the requirement of students of the area.
- The main curriculum is developed by the parent University through the Board of Studies of various subjects. Many senior faculties of our institution serve as members in these boards and they play active role in designing and drafting the syllabus.
- The opinions, views and suggestions from students, academic peers and departmental faculties are given due attention during the time of framing the syllabus.
- The syllabus taught serves the overall purpose for all round development of the students in tune with the vision and mission of our college.

**1.1.4 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?**

- Taking into consideration the present day demands and keeping in view the needs of girl students, a certificate course in computer application has been introduced to make available better carrier options.
- There is one Computer Centre consisting of five computers which the  
Students may use during any time of college hours.
- Students of all programmes are encouraged to undergo the Certificate Course in Computer Application from the college.
- In the department of mathematics one paper deals with computer application and programming.
- Modern methods of teaching are practiced through different audio-visual aids such as Smart boards, LCD projector, and Power point projection for comprehensive teaching.

- Students are always encouraged to use Internet in the department or Student's Computer Room for searching current information on various topics and subjects so that they can equip themselves to compete in the global employment market.

**1.1.5 Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and decisions in statutory academic bodies, Membership of BOS and by sending agenda items etc.)**

- The curriculum is developed by the parent University through the Board of Studies of various subjects. Many experienced senior faculties of our institution serve as members in these boards and while they are invited to participate in the meeting of BOS they play effective and active role in developing, designing, framing and modifying the syllabi of the degree course from time to time.
- The opinions, views and suggestions from students, academic peers and departmental faculties are given due attention during the time of framing the syllabus.

## **1.2 Academic Flexibility**

### **1.2.1 What are the range of programme options available to learners in terms of Degrees Certificates and Diplomas?**

- The institution offers undergraduate B.A (Honours), B.A.(General), B.Sc.(Hons.) and B.Sc. (General) courses as per the rules and regulations of The University of Burdwan. Altogether nine (9 nos.) honours courses are offered in both B.A. and B.Sc.
- .Apart from traditional disciplines the college also offers some new career orientation certificate courses like Computer Application, Spoken English, Spoken Sanskrit and Creative Dance. Besides these courses, the introduction of Beautician Course is also in the offing.



**1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:**

- a) Core options; b) Elective options; c) Add on courses; d) Interdisciplinary courses  
e) Flexibility to the students to move from one discipline to another; f) Flexibility to pursue the programme with reference to the time frame (flexible time for completion)

➤ **Core options :**

➤ **A) For Science Stream :**

i) Physics + Chemistry + Mathematics;

➤ **B) For Arts Stream :** A student of the B.A. general course is required to take the following subjects:

i) Bengali/Alt Bengali; ii) English /Alt English; iii) Any two from the following core subjects :

a) Economics; b) Political Science; c) Education; d) Philosophy; e) History

f) Geography; g) Sanskrit; h) Music

➤ **Major Options :** A student may offer major course in any of the following Subjects:

a) English; b) Bengali; c) Economics; d) Political Science; e) Sanskrit; f) Philosophy; g) History; h) Geography; i) Mathematics .

**Note:**

- 1) For a student offering major course in any subject mentioned above other than English and Bengali, General English and Bengali/Alt. English are compulsory and in addition to this, two core subjects shall have to be chosen from the core subjects (leaving out the Major subject itself).
- 2) A student offering Major in English shall have to opt for two core subjects except English.
- 3) A student offering Major in Bengali shall have to opt for two core subjects except Bengali.
- 4) A student shall be allowed to opt for the subjects shown below even if he/she has not studied the subjects in the qualifying exam. i) Philosophy; ii) Political Science; iii) History, (iv) Economics.
- 5) Students can change their core subjects within one month from the date of admission before enrolment as per university regulation.

Interdisciplinary Courses: Any student from Eco-Science stream can take mathematics as his/her major or core subject provided that he/ she must have mathematics in 10+2 level.

**2.2.3 Give details of the programmes and other facilities available for international students ( if any) :**

► No international students are studying in the college

**1.2.4 Does the institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.**

➤ Yes. These are: (i) Certificate Course in Computer Application conducted by RajibGhandhi Computer Swakharata Mission, Govt. of India. (ii) Certificate Course in Spoken English conducted by B.B.C, Bankura.(iii) Certificate Course in Spoken Sanskrit conducted by the Dept. of Sanskrit,BZSM College.(iv) Certificate Course in Creative Dance conducted by Chidambaran Natyashala, Academy of Creative Arts, Shitpukur Lane, Bankura. (v) Short term Beautician Course.

➤ They differ from other programmes as mentioned below:

**Admission:** The students are admitted by the respective organizations / departments. Marks obtained in the qualifying examination are not considered as strict criteria. Students are admitted into the respective courses on the basis of priority of having practical knowledge and irrespective of cast and creed.

**Curriculum:** The students have to follow a curriculum designed by the organizations / departments which seems to be suitable for the present scenario.

**Fee structure:** The fee structure may be fixed by the respective organizations / departments by consulting with the head of the institution depending upon the number of students in each programme.

No part of the collected amount has to send to the university. However, only in the case of Spoken Sanskrit, the entire course fee is deposited to the college fund. The present fee structure is as given below:

(i)	Certificate Course in Computer Application	1100/-
(ii)	Certificate Course in Spoken English	500/-
(iii)	Certificate Course in Spoken Sanskrit	400/-
(iv)	Certificate Course in Creative Dance	1200/-

(v) Short term Beautician Course ( to be introduced shortly )500/-

(vi) Certificate Course in Music 1200/-

**Teacher qualification:** Teachers having good theoretical as well as practical knowledge on the concerned subject and having a good communication skill are generally selected for the programmes, unlike giving importance only on marks secured in the qualifying examinations.

**Salary:** The amount of salary may vary subject to the enrolment of students. Teachers coming from distant places are likely to get comparatively more salary than the teachers appointed locally.

### **1.3 Feedback on Curriculum**

**1.3.1.** How does the college obtain feedback on curriculum from?

- a) Students? b) Alumni? c) Parents? d) Employers / industries?  
e) Academic peers? f) Community?

- The college obtains feedback on curriculum only from the third year students of BA and B.Sc. course by stating them the importance and relevance of their rating on the curriculum and allowing them to fill-up the prescribed form provided to them.
- Apart from students, feedback is also obtained by seeking opinions, views and suggestions from academic peers (during interaction on various occasions), alumni (during alumni association meeting ), parents (during parent-teacher meet) and departmental faculties (during departmental meetings) and those are given due attention in the meeting of the IQAC of the college which plays a central role.

**1.3.2.** How are the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

- Whatever feedbacks are received from the students, academic peers, alumni, parents and departmental faculties, those are analyzed very thoroughly in the teachers' unit meeting of each department. Then the findings along with the suggestions are forwarded to the in the meeting of the Board of Studies of the

concerned department where our senior teachers play effective and active role in developing ,designing, framing and modifying the syllabi of the degree course from time to time.

## **1.4 Curriculum update**

### **1.4.1 What are the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?**

- As and when necessary the University updates the syllabi. There is not any major revisions made in the major or core subjects during the last two years. However, the compulsory paper on Environmental Studies has undergone a major change in 2011. Fifty marks paper of two hour duration is changed to hundred marks paper of three hour duration.

### **1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?**

- Keeping in mind the spirit of the core values adopted by NAAC on the curriculum, the college always insists on sending recommendation to Burdwan University. While framing the syllabus, Burdwan University, on its part, invite the senior faculties of the college who are also members of the BOS to take active role in designing the syllabus. The college has always capitalized the opportunities to bring the uniformity on goals which in turn bears a thrust on core values adopted by NAAC.
- The courses offered by the college provide ample scope of choice for students with different potential and interest.
- The facilities available in the campus such as computer center with internet facilities, preparatory course for school service commission's examination, courses on spoken English, spoken Sanskrit and computer education, central library with sizable number of books on various subjects ensure the students to become globally competitive.
- The extra-curricular and extension activities help the students to build moral and ethical values.

**1.4.3 Does the institution use the guidelines of statutory bodies (UGC/ AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curricula?**

➤ The college is not authorized to develop or restructure the curricula. Curricula are designed by the affiliating university. However while framing the syllabus; the University has on its part invited the senior faculties of the college who are also members of the BOS to take active role in designing the syllabus.

➤ The guidelines of the statutory bodies are strictly followed by the university.

**1.4.4 How are the existing courses modified to meet the emerging/ changing national and global trends?**

➤ Revision of the syllabus is done frequently by the parent university to keep pace with the latest trends and requirements.

➤ The existing courses are modified by omitting the old and obsolete topics and introducing new topics in the syllabus and also introducing new subjects in the course to meet the emerging/ changing national and global trends.

## **1.5 Best Practices in Curricular Aspects**

**1.5.1 What is the quality sustenance and quality enhancement measure undertaken by the institution during the last five years in curricular aspects?**

➤ Students are always provided opportunities to express their feedbacks on curricula.

➤ Teachers are encouraged to sit together and hold discussion department-wise to assess themselves about the sufficiency of the course content and progress of the syllabus.

➤ Efforts are being made to update the existing facilities and infrastructure to meet the expectations of changing curriculum.

➤ The institution has a functional Internal Quality Assurance Cell (IQAC) and a functional institutional website. Student participation in the institutional Quality Assurance mechanisms is mandatory.

**1.5.2 What best practices in ‘Curricular Aspects’ have been planned/ implemented by the institution?**

➤ At the beginning of each academic session depart-wise teaching plan is prepared by the teachers of each department. The syllabus of each subject is unitized.

➤ The institution persuades the teaching faculties to complete the entire course contents within the stipulated time by strictly following the instructions regarding the number of lectures to be delivered unit-wise for successful completion of the same.

- If any portion of syllabus is not covered within the stipulated time, special classes are taken by the teachers after the test examination to complete the entire syllabus.
- Especially motivated efforts are taken by the faculties of each department beyond the limits of mere classroom teaching to promote interest of the students in the subject by way of organizing various activities like exhibitions, quiz competitions, class lecture, seminars on popular topics etc.
- Students are encouraged to participate in class seminars, symposia, debates, exhibitions, cultural programmes, educational tours and sports.

### **For Re-accreditation:**

#### **1. What were the evaluative observations made under Curricular Aspects in the previous assessment report and how have they been acted upon?**

Following were the observations made by the NAAC peer team:

- Short-term Vocational Courses on Music, Fashion Design, Beauty Parlors, and Nutrition etc. may be opened.
- There is scope of having computer unit at least with 5 – 10 systems to give training to the students.

### **Institutional Compliance:**

- In tune with the suggestion of the Peer Team of the previous NAAC VISIT in 2006, the college has introduced some new career orientation certificate courses like Spoken English, Spoken Sanskrit and Creative Dance. Besides these courses, the introduction of Beautician Course is also in the offing. Moreover, Rabindra Bharati Open University courses have been launched in the college since 2007 which have already received the Award of the Centre of Excellence.
- As suggested by the peer team members a Certificate Course in Computer Application conducted by Rajib Ghandhi Computer Swakharata

Mission, Govt. of India has been introduced to keep pace with the global trend and present-day need of the students.

**2. What is the other quality sustenance and enhancement measure undertaken by the institution since the previous Assessment and Accreditation with regard to Curricular Aspects?**

- The institution is constantly upgrading supporting mechanisms of curriculum for the benefit of the students.
- To generate more activeness, punctuality, and sincerity, internal assessment system is adopted. In giving marks for internal assessment, students are judged on the basis of performance in the unit tests, group discussion, symposium, and sincerity in home assignment.
- The institution has a functional Internal Quality Assurance Cell (IQAC) and a functional institutional website. Student participation in the institutional Quality Assurance mechanisms is mandatory.

## **Criterion II: Teaching – Learning and Evaluation:**

### **2.1 Admission Process and Student Profile.**

#### **2.1.1 How does the institution ensure wide publicity to the admission process?**

a. Prospectus; b. Institutional Website; c. University Website.

➤ a) **Prospectus:** The College prepares prospectus and academic calendar every year before declaration of the results of the qualifying examinations.

b) **Institutional Website:** The College has a website ([www.bzsmcollege.org](http://www.bzsmcollege.org)) where the admission details have been notified.

c) **Any other (specify):** University has recently introduced a central online counseling system for admission to the prospective students for the various Honours Courses from this year directly through its website.

#### **2.1.2 How are the students selected for admission to the following courses? Give the cut off percentage for admission at the entry level?**

a) General      b) Professional      c) Vocational

➤ a) General: Students are selected purely on merit basis depending upon the availability of seats. The cut off percentage of marks for admission of students in BA (General) course is 30%, (Honours) course is 45%, and for the B.Sc. course also it is the same.

b) Professional: NA

c) Vocational: NA

#### **2.1.3 How does the Institution ensure transparency in the Admission process?**

The college admission committee notifies about admission details to the General courses in the college website and the college notice board. Then a merit list of the applicants is



prepared, and the deserving students are admitted through counseling. However, the University of Burdwan has arranged for admission to the Honours courses directly through their website from this year.

#### **2.1.4 How do you promote access to ensure equity?**

- a) Students from disadvantaged community – As per Govt. rule.
- b) Women – All the students are women.
- c) Differently-abled – As per Govt. rule.
- d) Economically weaker sections– Government rules are strictly followed.
- e) Sports personnel – Seats are reserved as per Govt. rules.
- f) Any other (specify)– Nil

### **2.2 Catering to Diverse Needs:**

**2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the programme to which they are enrolled.**

- N.A. as it is done by the University centrally.

**2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners.**

- To identify the progress of the students the college holds unit tests from time to time. After selecting advanced and non-advanced learners from these we arrange separate classes for both. Group discussion, subject quiz, project works and additional home assignments are given separately to the advanced and slow learners to excel their learning capabilities.

**2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details.**

➤ Yes, there is provision of tutorial classes for the students apart from remedial classes, which are reflected in the daily routine at the beginning of the session. Weak learners are identified through daily class performances and advised to attend the tutorials for their benefit.

**2.2.4 Is there a provision for mentoring of students or any similar process? If yes, give details.**

➤ Yes, the concerned teachers always give moral support through personal counseling to the weaker and advanced students alike. They ask the students about their problems relating to the understanding of the topics or any personal problem disturbing their day to day learning process and also assure to provide assistance especially to the economically weaker students in terms of books, study materials, extra class, etc.

**2.2.5 How does the institution cater to the needs of differently-able students?**

Rarely do we get differently-able students, so there is no special provision required for such students.

**2.3 Teaching -Learning Process:**

**2.3.1 How does the institution plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan, and evaluation blue print, etc.)**

➤ At the very beginning of the session, our college prepares the academic calendar every year in consultations with the heads of the departments which get circulated among the students to the class teachers. Apart from that a teaching plan is published and provided to the students for the whole academic session. The teachers are advised to submit Teachers' diary every month to the head of the institution and get it authenticated accordingly. To

know the effectiveness of the teaching-learning procedure all the departments hold unit tests at regular interval and the teachers are encouraged to give home assignments to the students for their benefit. Apart from all these measures to know the effectiveness of the teaching-learning process, teachers voluntarily prepare and submit self-appraisal form to the head institution for reporting to the higher authority as and when required besides, the usual procedure of taking filled up feedback form from the students every year.

**2.3.2What are the various teaching-learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.**

➤ The teachers use lecture method, interactive method including home assignment, field project (ENVS and Geography), etc. Some of the faculties avail the facilities of computer aided teaching by displaying the relevant topics with the help of CDs and sometimes through LCD projector, overhead projector and smart classroom. Various departments organize seminars and exhibitions wherein the students take active part.

**2.3.3How learning is made student-centric? What are the institutional strategies, which contribute to acquisition of life skills, knowledge management skills, and lifelong learning?**

➤ To make learning student centric the teachers organize group discussions, student seminars, debates, subject quiz, various cultural competitions, annual athletic event every year, and occasionally exhibitions are organized by the departments. Students of the Geography department are motivated to take the responsibility of organizing field tours as per their syllabus. This helps to develop their leadership and management skills. However this scope is not there for students of the other departments. The college has two NSS units and

the students are encouraged to enroll in the NSS programmes, like health camp, first aid camp, blood donation camp, legal cell workshop, AIDS awareness programme, etc. The students take part in Youth Parliament and Quiz Contests at the District level and State level; they also participate in Inter College State Athletic Meet at the District and State levels. This enables them to develop various life skills and lifelong learning. Apart from these the college organizes some add-on short term courses, like Computer Courses, Spoken English and Spoken Sanskrit Courses, Creative Dance Course, etc., which certainly adds to their lifelong learning experience.

**2.3.4How does the institution ensure that the students have effective learning experiences? (Use of modern teaching aids and tools like computers, audio-visuals multi-media, ICT, CAL, Internet and other information /materials)**

- Above average students' attendance in a class.
- Above average University result.
- High rate of students' admission in P.G. courses in our affiliating and other Universities.

**2.3.5How do the students and faculty keep pace with the recent developments in the various subjects?**

- To keep pace with the recent developments in the various subjects, the students and faculty always utilize journals, magazines, newspapers that are available in the library. They also use internet facility provided by the college to get knowledge of current affairs. Moreover, the faculties often participate in Seminars, Orientation Courses, Refresher Courses, and Conferences at various levels, and impart that knowledge for the benefit of the students. The college invites prominent scholars of relevant areas from time to time to bring

the recent developments relevant to their syllabi into the students' notice, and also arrange for inter-college faculty exchange programmes for their benefit.

**2.3.6 Are there departmental libraries for the use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?**

➤ No, at present there are no departmental libraries for the use of faculty and students.

**2.3.7 Has the institution introduced evaluation of the teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching?**

➤ Yes, the students of the final year are provided with the feedback questionnaires for the evaluation of teachers. Accordingly, when the students submit the same, if there is any grievance concerning teaching or anything else as detected by the feedback evaluation committee comprises the heads of the departments is forwarded to the Principal for the amicable settlement with the concerned teacher.

## **2.4 Teacher Quality**

**2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements?**

The members of the faculty are selected as per rules prescribed by the U.G.C., Govt. of W.B. and the College Service Commission of W.B. The procedure is as given below.

I) For recruiting teachers for the permanent and Govt. sanctioned posts firstly subject wise requisitions are placed before the DPI and West Bengal College Service Commission (W.B.C.S.C.). The W.B.C.S.C. holds interviews U.G.C. qualified candidates, and then the selected candidates are empanelled for recruitment.

II) Recruitment of Permanent Part Time teachers has been done following the State Govt. rules.

III) The Governing Body resolves to advertise for the posts of Guest Teachers when vacancy arises due to retirement (or is deemed necessary otherwise). After fulfilling the terms and conditions laid by the DPI (WB) the post is advertised by the Principal of the college in local and national newspapers. Candidates with the required qualifications are called for interview and accordingly after interview, the duly formed selection committee prepares a panel of successful candidates as per the guidelines laid down by the college authority. From the panel made by the selection committee, G.B. resolves to appoint teachers purely on temporary basis in order based on merit.

The college does not have sufficient number of qualified and competent teachers to handle the courses allotted to them. The institution copes with the requirements by appointing additional teachers purely on contractual basis (ENVS).

**2.4.2 How does the college appoint additional faculty to teach new programmes/modern areas of study (Biotechnology, IT, Bioinformatics etc.)? How many such appointments were made during the last three years?**

➤ The college does not have those streams of study.

**2.4.3 What efforts are made by the management for professional development of the faculty? (e.g., research grants, study leave, deputation to national/international conferences/seminars, training programmes, organizing national/international conferences etc.)? How many faculties have availed these facilities during the last three years?**

➤ The institutional budget does have a limited financial provision for research and development. For example the college has constituted a research committee comprises

the faculty members from various departments to look after the proposal or application put forwarded specifically by the part-time or guest teachers of our college. After careful consideration or the nitty-gritty of the proposal or application the various modalities or providing financial help is recommended to the Governing Body for its final approval. The Governing Body is very much benevolent and liberal in this respect. Sri Falguni Mukherjee, State Government approved part-time teacher in the department of Sanskrit pursuing Ph.D. under Tirupati University, Andrapradesh has been already provided seed money of lump-sum of Rs.6000.00 for this purpose. In addition to short-duration study leave and on-duty leave to him as and when it was found to be necessary and justified by the Governing Body on the basis of recommendation of the research committee.

For full time teachers encouragement and sometimes incentive in terms of providing on duty leave for attending or facing Board of Studies Interview during the registration process were given by the head of the institution. It is also decided in the research Committee Meeting that if a teacher is engaged for research work then he or she might be given some class relaxation

➤ . Leave is also sanctioned for participation in various national/international seminars, conferences and workshops. Almost all faculties' members have been participating in the faculty improvement programmes of some kind.

#### **2.4.4 Give details on the awards/ recognitions received by the faculty in the last five years?**

➤ The college is proud to enlist two awards/recognitions during the last five years – Dr. Anurupa Mukherjee has completed a UGC Post-Doctoral Research Award Scheme in 2009, and Dr.Sanu Bhattacharya was awarded Fulbright Visiting Lecturer Fellowship to the US in 2012-13.

**2.4.5 How often does the institution organize training programmes for the faculty in the use of?**

- a) Computers -
- b) Internet -
- c) Audio Visual Aids -
- d) Computer-Aided Packages -
- e) Material development for CAL, multi-media etc. -

a) The institution does provide computer programmes with internet usage and other I.C.T. facilities through our on campus computer center.

**2.5 Evaluation Process and Reforms**

**2.5.1 How are the evaluation methods communicated to the students and other institutional members?**

➤ The evaluation methods are communicated to the students through prospectus and the concerned class teacher for teachers, the requisite class test, unit test and test examination etc. are decided in the meeting of the Teachers' Council. The various examinations of the college that are conducted during the session are mentioned clearly in the prospectus and also in the academic calendar.

**2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?**

➤ The institution monitors the progress of the students through their performances in the various examinations. This is communicated to the parents through parent-teacher meetings organized at least once in a year. Apart from it, the guardians of the students with very poor



performance are communicated over telephone directly by the Principal or by the subject teachers if necessary.

### **2.5.3 What is the mechanism for redressal of grievances regarding evaluation?**

➤ There may be grievances of the students regarding under marking, omission of marks, wrong entry of marks etc. These are redressed satisfactorily by the concerned teachers. However, a subject wise academic faculty meeting is called by the principal after each examination to analyze and take necessary remedial measures for the weaker students.

### **2.5.4What are the major evaluation reforms initiated by the institution/affiliating University? How does the institution ensure effective implementation of these reforms?**

➤ There is little scope of evaluation reform that can be initiated by the institution. The teachers are encouraged to be liberal in the matters of creative thinking and innovative ideas from the students' perspective.

## **2.6 Best Practices in Teaching-Learning Process:**

### **2.6.1 Detail any significant innovations in teaching/learning/evaluation introduced by the institution?**

➤ Though there is no scope for innovation in the system of evaluation, as the entire process is conducted by the university, faculty of all the departments take necessary care for adequate teaching and learning procedure.

## **For Re-accreditation:**

### **1. What were the evaluative observations made under Teaching-Learning and Evaluation in the previous assessment report and how have they been acted upon?**

➤ Though no significant observations were put forward by the NAAC peer team visit, the college has introduced the healthy practices such as remedial classes, home assignment, tutorial, departmental workshops, seminars, group discussion etc., and it has been observed that students' inclination towards aspiration of acquiring knowledge is growing day by day, and this is reflected in the overall performance of the college at the final examination as well as in various intellectual, cultural and other competitions.

### **2. What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and Accreditation with regard to Teaching-Learning and Evaluation?**

- ❖ In addition to the regular academic activities the students are persuaded to go for field work to get practical knowledge of the surrounding that is relevant to their studies. Yearly assessment of the progress report undertaken by the college authority for the quality sustenance and accreditation with regard to teaching-learning and evaluation
- ❖ Introduction of smart classroom with modern electronic gadgets and facilities
- ❖ Allotment of laptops to all the full time teachers for making their class presentations more lucid, attractive, and above all more effective

Besides these, the following measures are also taken –

- ❖ Personality development through counseling
- ❖ Development in Communication skill through spoken English course
- ❖ Bringing out hidden talents from the students by organizing college social and other cultural programmes, competitions like debate, extempore, recitation, music, dance, etc.
- ❖ Formation of Nature Club with active participation of the students
- ❖ Formation of a Gym Club and a meditation club under the initiative of the students.

### **Criterion III: Research, Consultancy, and Extension:**

#### **3.1 Promotion of Research**

**3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.**

- Yes, there is a Research Committee in the institution comprising senior teachers having research experience. It does facilitate to the research aspirants in the initial stage of their research work, encourages the teachers to go for Minor as well as Major Research Projects.

**3.1.2 How does the institution promote faculty participation in research? (providing seed money, research grants, leave , other facilities)**

- For full time teachers encouragement and sometimes incentive in terms of providing on duty leave for attending or facing Board of Studies Interview during the registration process were given by the head of the institution. It is also decided in the research Committee Meeting that if a teacher is engaged for research work then he or she might be given some class relaxation .For part time teachers, it is decided to provide seed money, short duration study leave, loaning Lap Top for typing work and so on for pursuing Ph. D .work.

**3.1.3 Does the institutional budget have a provision for research and development? If yes, give details.**

- Yes, the institutional budget does have a limited financial provision for research and development. For example the college has constituted a Research Committee comprises the faculty members from various departments to look after the proposal or application

put forwarded specifically by the part-time or guest teachers of our college. After careful consideration or the nitty-gritty of the proposal or application the various modalities or providing financial help is recommended to the Governing Body for its final approval. The Governing Body is very much benevolent and liberal in this respect. Sri Falguni Mukherjee, State Government approved part-time teacher in the department of Sanskrit pursuing Ph.D. under Tirupati University, Andrapradesh has been already provided seed money of lump-sum of Rs.6000.00 for this purpose. In addition to short-duration study leave and on-duty leave to him as and when it was found to be necessary and justified by the Governing Body on the basis of recommendation of the Research Committee.

**3.1.4 Does the institution promote participation of students in research activities? If yes, give details.**

- Yes, the college provides financial help to the students for pursuing project work or dissertation in the respective subject. Sometime in the departments of History, Political Science, Geography for which field visit or visit to the Historical places or the political institutions are important, the college provides financial help for this purpose.

**3.1.5 What is the major research facilities developed on the campus?**

- As the college does not have full-fledged Science Departments, we don't have full-fledged Laboratory facilities for those departments but we do provide the following infrastructural facilities for pursuing research activities for all departments:

- i. Twenty four hrs. Free internet facilities with Wi-Fi zone for Teachers and Student alike.
- ii. Enlistment under INFLIBNET.
- iii. E-shelf with ten thousand books of different subjects in our digital library.

- iv. Subscription of various research journals for various disciplines.
- v. A few scientific instruments like GIS etc.

**3.1.6 Give details of the initiatives taken by the institution for collaborative research (with national/ foreign Universities/ Research/Scientific organizations / Industries / NGOs)**

➤ N.A.

**3.2 Research and Publication Output**

**3.2.1 Give details of the research guides and research students of the institution (Number of Students registered for Ph.D. and M. Phil., fellowship/scholarship, funding agency, Ph.Ds. and M.Phil. awarded during the last five years, major achievements, etc.)**

➤ N.A.

**3.2.2 Give details of the following:**

- a) Departments recognized as research centers
  - Does not arise
- b) Faculty recognized as research guides
  - One in the department of Philosophy for guiding Ph.D. students
- c) Priority areas for research
  - Socioeconomics

d) Ongoing Faculty Research Projects (minor and major projects ,funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)

**Ongoing research project:**

Sl. No.	Name of the person pursuing ongoing research project	Name of the Dept.	Date of sanction and memo No.	Total Amount Sanctioned
1.	Prof. Nityananda Patra	Economics	UGC, February, 2012	1,17,000.00

**3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?**

➤ No remarkable achievement is made in this regard.

**3.2.4 Is there research papers published in refereed journals by the faculty? If yes, give details for the last five years including citation index and impact factor.**

➤ Yes.

**3.2.5 Give list of publications of the faculty.**

➤ Annexure no. ii

**3.3 Books/ Articles/ Conference-Seminar Proceedings:**

1. *A Book with ISBN number compiling of different articles from different discipline entitled:*

Name of Publisher:

2. *A Book with ISBN number compiling of different articles from different discipline entitled:*

Name of Publisher:

**Course materials (for Distance Education):**

- Yes, Course materials provided by the R.B.U. and B.U. P.G. study centers, for various subjects.

**Software packages or other learning materials:**

- Yes, Gitabitan Archives and several educational CDs/DVDs for meeting academic aspirations of the teachers and students alike.

**3.3 Consultancy:**

- Yes, we do provide consultancy services in terms of community development as well as community sensitization programmes undertaken by the two NSS units (1&2) in their chosen adopted villages, named Champakeyari and Panchbaga within the perimeter of Bankura District town.

**3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?**

- Yes,
  - i) Socio-economic survey of our two adopted villages by two NSS units every year.
  - ii) Community development programme like offering one day's token manual labor construction and maintenance of roads leading to voluntary participation of the villagers to do the same.

iii) Community sensitization programme like child health care, AIDS awareness, legal awareness and cleanliness of their surroundings, personal hygiene specifically for women living in busti and slam areas, family planning programmes etc.

**3.3.2 How does the institution publicize the expertise available for consultancy services?**

- Open display of the NSS activities and also the activities of women's cell are publicized in the college notice boards, display boards of respective NSS units in order to draw the attention of the new entrants for coming forward to pursue the community services.

**3.3.3 How does the institution reward the staff for the consultation provided by them?**

- We do provide consultancy services free of cost to the villagers and slum-dwellers by all the stakeholders of the college. Therefore the all the stakeholders involved in the process are given leeway of various kinds like reduction of classes, issuing certificates, grace marks for students in the college examinations, if required, concession in the mandatory class attendance, etc.

**3.3.4 How does the institution utilize the revenue generated through consultancy services?**

- Does not arise, as it is provided free of cost.

## **3.4 Extension Activities**

**3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)**

- In promoting the participation of students and faculty in extension activities, it has opened up two NSS wings in which one teacher each would be the Programme Officer



and the students are advised to come forward voluntarily. Each NSS wing undertakes various extension activities like Awareness Camp of Birth & Death Registration in adopted villages.

**3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?**

- i) Socio-economic survey of our two adopted villages by two NSS units every year.
- ii) Community development programme like offering one day's token manual labor construction and maintenance of roads leading to voluntary participation of the villagers to do the same.
- iii) Community sensitization programme like child health care, AIDS awareness, legal awareness and cleanliness of their surroundings, personal hygiene specifically for women living in busti and slam areas, family planning programmes etc.
- iv) Blood donation camps are organized on the occasion of 'Bal-Diavas' to commemorate the birth-day of Chacha Nehru.

**3.4.3 How does the institution promote college-neighborhood network in which students acquire attitude for service and training, contributive to community development?**

- In the NSS advisory committee Panchayat functionaries of the respective villages, local medical practitioners, local Government authority, important personalities of the localities are invited time-to-time to chalk out the action plan, their moralities to be adopted every year in the adopted villages, and slum areas ensuring thereby a solid bondage of network among all stakeholders involved in the process.

**3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institutions / Industries / NGOs etc. for extension activities?**

- The college always emphasizes the need of inviting NGOs like Gandhi Vichar Parishad and philanthropic organizations like Lions club of Bankura, Voluntary Blood Donors' Association of Bankura. We also invite experts from Projapita Iiswariya Visvavidyalaya, Bankura branch for organizing Yoga and Meditation Camps both in the college and the adopted villages.

**3.4.5 How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs)**

- When the college organizes the various extension activities, like Thalassemia check-up camp, Blood Donation Camp, HIV-AIDS Awareness programme, literacy programme among drop out school children etc., the local community gets a great relief. The local people of the surrounding areas are always fond of these extension programmes and wait very eagerly for the next camp.

**3.4.6 How has the institution involved the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)**

- When any extension activity is organized, the college always asks the local communities to pass the message to all dwellers so that everybody can take the benefit from it. Accordingly the local communities are very much prompt and take active participation in it.

**3.4.7 Any awards or recognition received by the faculty / students / Institution for the extension activities?**

- Our affiliated University, i.e., the University of Burdwan has highly appreciated the extension activities undertaken by the two units of NSS.

### **3.5 Collaborations**

**3.5.1 Give details of the collaborative activities of the institution with the following organizations:**

**a)** local bodies/ community **b)** State **c)** National **d)** International **e)** Industry  
**f)** Service sector **g)** Agriculture sector **h)** Administrative agencies **i)** Any other  
(specify)

➤ The college always invites the voluntary organizations of the surrounding localities along with the district administration in various social welfare activities, like Thalassemia check-up camp, women empowerment workshop, blood donation camp, for the victims of natural calamities, camp for disaster management. It also works with some very prominent cultural organizations like Sura-Nirjhar Sangeet Vidyayatan, Bankura.

➤ The college always extends its support to the district administration in various ventures like training for conduction of General Election. In fulfilling the national mission, it also provides the accommodation as well as faculties in holding the various preparatory courses for School Service Commission, WBCS, and NET/SET etc. for the aspiring candidates.

**3.5.2 How has the institution benefited from the collaboration?**

**(a)** Curriculum development **(b)** Internship **(c)** On-the-job training  
**(d)** Faculty exchange and development **(e)** Research **(f)** Consultancy  
**(g)** Extension **(h)** Publication **(i)** Student Placement

➤ It fulfills the welfare motto of the college as well as provides the students a platform for acquiring knowledge of social responsibilities in their formative age.

**3.5.3 Does the institution have any MOU/ MOC / mutually beneficial agreements signed with: (i) Other academic institutions (ii) Industry (iii) Other agencies**

- Yes, Rabindra Bharati University (PG) studies Centre and the study Centre of Distance Education under the University of Burdwan.

## **3.6 Best Practices in Research, Consultancy and Extension**

### **3.6.1 What are the significant innovations / good practices in Research, Consultancy and extension activities of the institution?**

- The research committee always encourages the teaching faculties to go for research works. To materialize this holistic approach, it undertakes the painful job in persuading the faculties by extending helping hand in preparing Minor Research Project.
- In the NSS advisory committee Panchayat functionaries of the respective villages, local medical practioners, local Government authority, important personalities of the localities are invited time-to-time to chalk out the action plan, their moralities to be adopted every year in the adopted villages, and slum areas ensuring thereby a solid bondage of network among all stakeholders involved in the process.
- The institutional budget does have a limited financial provision for research and development. For example the college has constituted a research committee comprises the faculty members from various departments to look after the proposal or application put forwarded specifically by the part-time or guest teachers of our college. After careful consideration or the nitty-gritty of the proposal or application the various modalities or providing financial help is recommended to the Governing Body for its final approval. The Governing Body is very much benevolent and liberal in this respect. Sri Falguni Mukherjee, State Government approved part-time teacher in the department of Sanskrit pursuing Ph.D. under Tirupati University, Andrapradesh

has been already provided seed money of lump-sum of Rs.6000.00 for this purpose. In addition to short-duration study leave and on-duty leave to him as and when it was found to be necessary and justified by the Governing Body on the basis of recommendation of the research committee.

### **For Re-accreditation:**

#### **i. What were the evaluative observations made under Research, Consultancy and Extension in the previous assessment report and how have they been acted upon?**

➤ Observations made under Research, Consultancy and Extension are the following:

- i) Research: - Most of the teachers are non-Ph.Ds. They may be encouraged to do Ph.D.
- ii) Consultancy- No observation made.
- iii) Extension: - No observation made.

#### **i. What is the other quality sustenance and enhancement measure undertaken by the institution since the previous Assessment and Accreditation with regard to Research, Consultancy and Extension?**

##### **Measures Taken:**

- Research committee formation
- Lump-sum grant, loaning laptop etc. specially for the part-time teachers,
- Decision taken in the meeting of the Teachers' Council to offer free counseling to the villagers for approaching to the Panchayat Functionaries and also helping them to cultivate the practice of banking habit, personal hygiene etc.
- To invigorate the out-reach activities of the two units of NSS.

## **4. Criterion IV: Infrastructure and Learning Resources:**

### **4.1 Physical Facilities**

#### **4.1.1 What are the infrastructure facilities available for?**

**(a) Academic activities?**

**(b) Co-curricular activities?**

**(c) Extra –curricular activities and sports?**

➤ a) So far as the academic activities are concerned, the college has sufficient numbers of class rooms equipped with light and ceiling fans, black boards, benches, tables, chairs, maps, charts, well equipped laboratory, overhead projector, computer, LCD projector.

➤ b) To run the co- curricular activities like workshop on Drama, debating competition, extempore speech, etc., the institution has extended its existing auditorium incorporated with a large and modern stage.

The college has two NSS units. Accordingly, to motivate the students towards these voluntary services, it provides the volunteers necessary instructions for the purpose of social awareness activities in and around the district of Bankura.

➤ c) For music and other cultural activities, the college has a very good open-air stage. For Gymnasium, it has a Gym club equipped with all requisite facilities. Moreover, the college has recently taken an initiative to build up a Multi-gym. For outdoor games, the college has a playground. Besides, it also provides the students all sports accessories, on-going project for seminar, music, social programmes, conference hall etc. College has recently taken an initiative to build auditorium.

**4.1.2 Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions:**

➤ Please see Annexure- iii.

**4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.**

➤ Yes. Along with the extension of the existing buildings, the college has built up new class rooms and a reading room in first floor of library building to facilitate the academic growth.

➤ It has also constructed a seminar cum conference hall incorporating with audio – visual facilities on the top floor of the existing library building.

➤ For promotion of extracurricular activities, the college has extended the existing auditorium. It has also newly constructed the stage of the auditorium and a gym. Details augmentation of the infrastructural facilities to see its academic growth during last five years are as follows:

<b>Name of the Head</b>	<b>Name of the Building</b>	<b>Purpose</b>	<b>Amount Spent</b>
U.G.C. Grant	New U.G.C. Building	Class Rooms, Computer Training Room.	60,0,674.00
W.B. Govt.	U.G.C. Building	S.C., S.T. Remedial Class Rooms	18,00,000.00
U.G.C. Grant	New Hostel Building	The residence of the hostel students	74,00,000.00
M.P. (LAD), Donation, M.L.A. Grant	New Administrative Building	Teaching Staff Room, N.S.S. Office Room, R.B.U. Study Centre, NAAC Office Room, Office Room for Head Clerk & Bursar.	7,00,000.00

B.E.U.P. Grant	Toilet Block & Staircase	For the use of the Teaching Staff, one for Gents & other for Ladies.	3,00,000.00
B.E.U.P. Grant	Girls' Common Room & Multi Gym	For the use of the Students.	5,00,000.00
U.G.C. Grant	New Library Building	Students & Staff Library	15,44,295.00
W.B. Govt.	Auditorium	Seminar Workshop, Social Function etc.	20,15,026.00

**4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?**

➤ Yes, the institution has provided the Women Students with a separate common room whereas for the women staff, there is no separate common room.

**4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?**

➤ To ensure the optimal use of the available infrastructure, the items or equipment, required by the college as a whole or department in particular are collected through various Committee like Development Committee, Purchase Committee, Building Committee etc. For any infrastructural development or change in existing infrastructure the college has a construction committee and G.B. The final decision for any infrastructural change or new infrastructure is exhibited by the G.B.

**4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?**

➤ No

➤ Since the number of differently-abled students is very small, so it does not need at present to provide any special infrastructural facilities to them.



## **4.2 Maintenance of Infrastructure**

### **4.2.1 What is the budget allocation for the maintenance of (last year, 2012-2013 data?)**

- Land?                      ▶ Rs.45,000.00
  
- Building?                ▶ Nil
  
- Hostel?                    ▶ Nil
  
- Furniture?                ▶ Rs.50,000.00
  
- Equipment?               ▶ Rs.80,000.00
  
- Vehicle?               ▶ Nil

### **4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?**

- The utilization of budget is ensured through the various sub-committees like Development Committee, Finance Committee, Purchase Committee, Library Committee, Examination Committee, Cultural Committee etc.

The institution invites the suggestions from the teaching faculties and accordingly utilizes the budget subject to approval of G.B. of the college.

### **4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?**

- Yes

➤ The college appoints contractual staff for maintenance and repairing of infrastructural facilities and sometimes it is solved by local experts. In case of XEROX machine and other gadgets, there is agreement of yearly contractual service for the maintenance.

➤ Yes, the local experts are introduced when it may require.

### **4.3 Library as a Learning Resource**

#### **4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?**

➤ Yes, the library advisory committee conducts a meeting for smooth running process and doing various steps for development of college library.

➤ Yes, the major responsibilities are taking decision regarding purchasing of text books, reference book and journals, furniture etc. Moreover it gives advice in matters relating to infrastructural development.

➤ Yes

#### **4.3.2 How does the library ensure access, use and security of materials?**

➤ The library provides a visitor record register book and it is allowed to use by the card holders only. Bags are not allowed to carry with the owners. Every book is well checked in front of the borrower before it is issued and also after it is returned. Admit cards of different examinations are issued to the students only after they submit library clearance to the office. C.C. T.V. has been installed in the library and monitors the activities of the visitors.

#### **4.3.3 What are the various support facilities available in the library? (Computers, internet, bandwidth, reprographic facilities etc.)**

➤ Yes, all facilities are there, i.e., computer with internet facilities etc.

**4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.**

➤ The library ensures purchase and use of current titles, important journals and other reading materials by satisfying the demands from the teachers and students. The amount spent in the last five years are furnished below:

Sl. No.	Year	Amount Spent
1.	2006-07	13,102.00
2.	2007-08	1,12,762.00
3.	2008-09	91,422.00
4.	2009-10	5,13,225.00
5.	2010-11	2,12,028.00
6.	20011-12	97,959.00

**4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (Hours, frequency of use, subscriptions, licensed software etc.).**

➤ Yes, the internet facilities are made available for the students as well as teachers.

**4.3.6 Are the library services computerized? If yes, to what extent?**

➤ Yes, fully with digital facilities.

**4.3.7 Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.**

- Yes, the institution (Library) makes use of SOUL software availed from INFLIBNET.

**4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?**

- Initiative are taken by the library staff to enrich the faculty and students with latest acquisition like provide internet based computer facilities C.D.s, D.V.D., Magazines and also issued books.
- Manually as well as by using computer, the library staff takes initiative to enrich the teachers and the students in finding out any information regarding books, reference books, journals etc. All are utilized.

**4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility.**

- No.

**4.3.10 What are the special facilities offered by the library to the visually- and physically- challenged persons?**

- No special facility is offered by the library to visually- and physically challenged persons.

There is no such any kind of facilities regarding visually and physically challenged.

**4.3.11 List the infrastructural development of the library over the last two years:**

<b>Heads</b>	<b>No. Before the visit of NAAC Team 2007</b>	<b>No. After the visit NAAC Team 2007</b>	
Computer	1	5	
Xerox machine	1	2	
Software	1 (Soul 2.5)	2 (Soul 2.5 & e-shelf)	
Digital software	Nil	1	
New library building with students' and teachers' study room, & a book stall room	1 (Old)	1 (New)	
Book shelves	60	87	
Tables and chair in the Students' Reading Room	10	20	
A round table with chairs for the teachers in the Teachers Study Room in the Library	Nil	1	
A toilet block for both the students and teachers	1 (Old)	2 (New)	

News Stand	2	5	
Electric fan	17 (Old)	36 (New)	
Vacuum cleaner	Nil	1	
Fire Protector	Nil	2	

#### **4.3.12 What other information services are provided by the library to its users?**

- The library displays information regarding admission in some other technical, management, higher academic institutions, competitive examinations, examinations conducted by U.P.S.C., W.B.P.S.C., W.B.C.S.C., W.B.S.S.C., conference, research work etc.

#### **4.4 ICT as Learning Resources**

##### **4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand-alone facility, LAN facility, configuration, licensed software etc.)**

- Yes.
- Details on hardware:
  - 1) Orion Digital UPS System, model ASTRA, capacity 6KV, MTS Modem, Micromax Modem.
  - 2) No. of computers: 53, (Desktop-36, Laptop-17), 2 server,
  - 3) 24 pin HUB.
  - 4) Printer- 09 Nos.(1 inkjet, 1 dot matrix, 5 laser).

Computer student ratio: 1:40

There is stand-alone facility only in the Geography department.

Yes, LAN facility is available in the office, computer lab., library and in the geography department.

Configuration: 1) Server: Intel Xeon (R) 3GHz, 4 GB RAM, 500 GB HDD

2) i. Branded: HP-prolient ML-110G-E03-1220 NHP-SATA server / Intel xeon E3 -1220

ii. Laptop Lenevo, model no. 20207, lenovo B 490 with 4 GB RAM, i5 processor, 500 G.B. Hard-disk.

iii. HP desktop computer intel dual core E6700 processor 2 GB DDR, 3 GB RAM, 500 GB HDD, DVDRW, 18.5 inch, LCD screen 6, USB 4 (2 front 4 back), T-board, Optical mouse.

Licensed Software: Windows Server 2008& 2012.The institution also has a U.G.C. Resource Centre incorporating with five computers with internet facilities. They are also used by the Career Counseling Cell.

**4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?**

➤ Yes, it is used during admission, salary disbursement day-to-day cash collection management etc. by the staff of our college.

**4.4.3 How are the faculty facilitated to prepare computer-aided teaching/ learning materials? What are the facilities available in the college for such efforts?**

➤ Yes, faculties avail the facilities of computer-aided teaching with the help of internet. For this the institution has provided LCD projectors, overhead projector, screen, Laptop etc. We do use smart class room also. The interested teachers prepare lessons,

draw diagram, make animation in power point, and download interesting free video lectures from internet.

**4.4.4 Does the Institution have a website? How frequently is it updated? Give details.**

➤ Yes, [www.bzsmcollege.org](http://www.bzsmcollege.org), it is updated regularly.

**4.4.5 How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution?**

➤ The institution updates the computers time to time as and when required. No definite budget is allocated annually for it.

➤ Yes

**4.4.6 How are the computers and their accessories maintained? (AMC etc.)**

➤ The computers are well maintained by the faculties and by paid local experts. AMC has been adopted for this purpose. The Computers are well maintained by the maintenance local experts earmarked for this purpose.

**4.5 Other Facilities:**

**4.5.1 Give details of the following facilities:**

a) Capacity of the hostels only for girls.

➤ **Girls' hostel:** Capacity = 150

b) Occupancy

➤ **Girls' hostel:** 2. Old girls' hostel & New girls' hostel

c) **Girls' hostel:** Old Girls' hostel-129 (including down stairs & upstairs) New Girls' hostel-



d) Recreational facilities

- For girls' hostel carom board, badminton facilities are there.

e) Sports and Games (Indoor and Outdoor) facilities:

- Indoor games: Badminton, table tennis, carom, gymnasium. Outdoor games: athletics.

a) Health and Hygiene (Health Care Centre, Ambulance, Nurse, and Qualified Doctor) (full time/ part time etc.)

- Part-time two doctors visit the Health Centre twice in a month where they can avail the facilities. During emergency we have the on call facilities provided by our local doctors.

**4.5.2 How does the institution ensure participation of women in intra-and inter-Institutional sports competitions and cultural activities?**

- The college celebrates college foundation day every year, Independence Day, Republic Day, Teachers' Day, Annual Cultural activities, Annual cultural programmes, Fresher's welcome programmes for inter institutional activities and organize annual sports for college students like athletics. The college students also participate district level and state level athletics competition.

**4.5.3 Give details of the common facilities available with the Institution (Staff room, day care Centre, common room for students, rest rooms, health Centre, vehicle parking, guest house, Canteen, telephone, internet cafe, transport, drinking water etc.)**

- Common facilities available with the institution, i.e., staff room, common room for students, rest rooms, vehicle parking, canteen, telephone, internet facilities, drinking water, and transport.
- The common facilities available with the institution are a teaching staff room fitted with dish T.V. with LCD screen, Computer with Internet Connection, two separate toilets for gents and ladies adjacent to it and a kitchen with plenty of running water; separate common room for girls with recreational facilities like carom board, chess board, table tennis, etc.; parking place for bikes and bicycles of the students; a canteen run on tender basis; two cold drinking water units.

#### **4.6 Best Practices in Infrastructure and Learning Resources:**

##### **4.6.1 What innovations / best practices in ‘Infrastructure and Learning Resources’ are in vogue or adopted / adapted by the institution?**

- The college properties such as open stage, auditorium under construction, playground, LCD, overhead and slide projector, projection screen, roller, mike set etc. have been fully utilized by college students and teaching and non-teaching staffs.

##### **For Re-accreditation:**

##### **1. What were the evaluative observations made under Infrastructure and Learning Resources in the previous assessment reports and how they have been acted upon?**

According to the report of the Peer Team, NAAC in 2006 the infrastructure and learning resources were satisfactory. Further the college has developed its infrastructure and learning resources, such as a well-equipped digital library has been built with more learning resources.

**2. What is the other quality sustenance and enhancement measure undertaken by the institution since the previous Assessment and Accreditation with regard to Infrastructure and Learning Resources.**

1. A well decorated reading room is provided along with sufficient study materials including materials that are helpful for various competitive examinations.

2. Collection of various CD / DVDs as well as some musical instruments has been provided to the students for cultural and literary development of our precious students. It has been observed that the students have got interest in acquiring and developing their inherent talent in art and culture.

3. A big conference hall is being build up for conducting various activities like seminar, workshop, extempore speech etc.

## **Criterion V: Student Support and Progression**

### **5.1 Student Progression**

**5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.,) of the students of the last two batches.**

**For the Academic Session 2010-2011**

- General: 419 No.
- SC/ST :123(F)=123/32(F)=32=155
- OBC : Nil
- Others :Nil    Total=419+155=574

**For the Academic Session 2011-2012**

- Gen : 434
- SC/ST : 128(F)=128/32(F)= 32    Total=160
- OBC : Nil
- Others :Nil    Total=434+160=594

**5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?**

- The college has introduced the remedial courses to minimize the dropout rate of the students. They have been informed about the benefits of graduation degree, the minimum academic qualification. They are given free ship facilities from the college fund. Further, the B.A. 1<sup>st</sup> year students under the age of 18 years are given 'Kanyashree' financial award by the State Govt.

**5.1.3 On and average, what percentage of the students' progress to further studies and for employment? Give details for the last two years. (UG to PG to PhD. and /or to employment)**

➤ On an average about 40% of the total outgoing students of the institution opt for higher studies and about 15% get themselves absorbed in banking, railways, Teaching, P & T, LIC, Government Service etc.

**5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students has been employed? (average of last five years)**

➤ There is no campus placement facility in the college. But students are motivated to persuade vocational courses parallel to the regular academic course.

Bankura Zilla Saradamani Mahila Mahavidyapith has a career counseling cell. The prof. in-charge of the cell continues informing the students regarding job facilities.

**5.1.5 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years)**

(UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services- IAS,IPS,IFS, Central/State services etc. )

❖ The students appear in various competitive examinations and the institution encourages them to use the rich resource of the library. The college expends a good amount of money in purchasing magazines; journals etc. and the students are persuaded to make use of them. The college trains up the students for various interviews.

❖ NET-06;SSC-20

**5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average. ( Pass**

**percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university**

► Rank- Nil

**5.1.7 Average etc. (Last five years' data). The comparative analysis of the institutional academic performance is given below :**

**B.Sc. Course:**

Name of University/College	Academic Session (Pass percentage) for Arts & Science Stream				
	2008-09	2009-10	2010-11	2011-12	2012-13
Bankura Christian College	100	88.6	87.25	81.71	76.47
Bankura Sammilani College	86	100	75	65	78
Bankura Zilla Saradamani Mahila Mahavidyapith	77.78	60	91	91	71.43

Rank Holders: ► Nil.

### **B.A. Course**

Name of University/College	Academic Session (Pass percentage) for Arts Stream				
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Bankura Sammilani College	87	87	85	78	74
Bankura Zilla Saradamani Mohila Mahavidyapith	82.27	79.04	85.33	85.16	78.61
Bankura Christian College	90	91	89	90	85

**Rank Holders:**

► Nil.

## **5.2 Student Support:**

**5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?**

► Yes. The institution has been publishing its updated prospectus every year. The prospectus disseminates information to the students about the history of the college including academic and cultural activities, hostel and gym facilities, bookbank facilities, Rabindra Bharati Open University (Study Centre), Staff strength etc.

**5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ freeships given to the students during the last academic year by the**

**institution (other than those provided by the social welfare departments of the State or Central Governments).**

➤ Yes. Book Bank facilities are provided to poor students.

Academic Session	Nos. of students availing free ship	
	College	Hostel
2009-2010	10% of the total student	Nil
2010-2011	10% of the total student	Nil
2011-2012	10% of the total student	Nil
2012-2013	10% of the total student	Nil

In case of meritorious students, the college makes provision of eight scholarships, namely,

1. Shilpi Roy Medal : For securing highest marks in B.A. (pass) Examination
2. Sushil Chandra Palit Memorial Medal : For securing highest marks in Sanskrit Hons. Exam.
3. Monalisha Rakshit Memorial Medal : For securing highest marks in Geography Hons. Exam.
4. Sudhir Kumar Palit Memorial Medal : For securing highest marks in English Honours Exam.
5. Sushma Rani Palit Memorial Medal : For securing highest marks in Bengali Honours Exam.
6. Dr. Dinesh Ghosh Memorial Medal : For securing highest marks in History Honours Exam.



7. Rekha Banerjee Memorial Medal : For securing highest marks in Philosophy Honours Exam.
8. Kalipada Smritirtha Medal : For securing 2<sup>nd</sup> highest marks in Sanskrit Honours Exam.

For the students involved in games and sports, there is no provision of free admission.

**5.2.3 Give details of schemes for student welfare? (Insurance, subsidized canteen facilities, special diets, student counseling support, “earn while you learn” scheme etc.)**

- Students are provided with canteen facilities in the college campus. The college has a career counseling cell to give benefit to the students in receiving information in different spheres of their career.

**5.2.4 What types of support services are available to overseas students?**

- Two overseas students have got admission in first year of the institution namely, Miss Puspa Thakur B.A. (Economics), and Miss. Nahujan Mokarrama, (B.A. English).. They will be given support by the college as far as practicable.

**5.2.5 Give details of the placement and counseling services for the students?**

- There is a career counseling cell in the college which imparts counseling services to the students whenever they need.

**5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?**

- To encourage and develop entrepreneurial skills among the students, the college has been running a few vocational courses like internet courses sponsored by Rajeev Gandhi Computer Siksharata Mission, B.B.C. Spoken English course etc.

**5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?**

➤ Yes. The concerned faculty interacts with the students individually as well as departmentally.

**5.2.8 Is there a separate guidance and counseling Centre for women students? If yes, enumerate the activities of the Centre**

➤ Yes, there is a guidance and counseling center for women students.

**5.2.9 Is there a Cell /Committee constituted for prevention / action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years)**

➤ Yes. There is a cell/ committee for prevention/ action against sexual harassment of women students. No such illegal incident inside the college campus has occurred during the last ten years.

**5.2.10 Does the institution have a grievance redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.**

➤ Yes, the institution has a grievance redressal cell. The cell takes time to redress all sorts of grievance that occurs among the students of the institution. No major grievance during the last two years has been reported.

**5.2.11 Is there a provision for acquiring computer skills / literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.**

➤ The provision for acquiring computer skills is limited to interested students. The college has introduced a six month computer certificate course. The students are encouraged to undergo the courses.

**5.2.12What value-added courses are introduced by the institution to develop life skills; career training; community orientation; good citizenship and personality development of students?**

➤ The College always insists on imparting value based education. To materialize this noble purpose, the college encourages the students to undertake community services like a special drive to repair the village road at Panchbagha, Bankura in 2012, to organize health check-up and Blood Donation camp etc., all of which provide many opportunities to them to gain the sense of social responsibilities parallel to the academic curricular.

**5.2.13How does the institution ensure safety and security of the students, faculty and the institutional assets?**

➤ The college is only around 3000meters away from Bankura Police Station. Moreover, during the daytime, the vigilant gate keeper ensures the safety and security of students. At night, the college and hostel guards look after the assets of the college and keeps strict watch on college hostels as well in the same campus.

**5.3 Student Activities:**

**5.3.1 Does the institution have an Alumni Association? If yes,**

- i. List its current Office bearers
  - ii. List its activities during the last two years.
  - iii. Give details of the top ten alumni occupying prominent positions.
  - iv. Give details of the contribution of alumni to the growth and development of the institution.
- Yes.

### **List its current Office bearers**

#### **❖ Steering Committee:**

9. Dr. Malabika Sinha-President
10. Paromita Dubey Chatterjee-Vice-President
11. Usha Betal-General Secretary
12. Priyanka Mondal-Assistant General Secretary
13. Amrita Goswami - Treasurer
14. General Secretary, Students' Union (Special Invitee)

#### **❖ Executive Members:**

Dr. PadminiPani, Dr. Nilanjana Das, Anomitra Deb, MahuaPatra, Nandini Pal, Madhuparna Bhattacharya, Tulika Mukherjee etc.

### **List its activities during the last two years**

- Completion of construction of the Teachers' Common Room.
- Construction of the ground floor of the new building.
- Completion of construction of the College Library Building.

### **Top ten alumni occupying prominent positions:**

- The prominent positions of the Ex-students of this College:
  1. Ms. Siuli Middy - Ex-Chairman, Bankura Municipality.
  2. Dr. Padmini Pani – Associate Professor, Department of Geography, J.N.U.
  3. Dr. Nilanjana Das – Reader, Department of Geography, Vidyasagar University.

4. Dr. Malabika Sinha – Teacher-in-charge, Ramai Pandit Mahavidyalaya.
5. Anomitra Deb – Advocate, Khatra Court Bankura.
6. Bula Betal – Asst. Teacher in English, Birrha R.N.C. High School.
7. Rita Mondal – Asst. Teacher in English, Balika Vidyalaya, Manikpara, Midnapore.
8. Rita Mandal – Asst. Teacher in English, Rajagram Girls’ High School.
9. Soma Chatterjee – Asst. Teacher in English, Khamarberia Junior High School.
10. PoulomiGorai – Asst. Teacher in English, Dubra Girls’ High School.

**Contribution of alumni to the growth and development of the institution:**

- The alumni of the college assisted the institution, came forward and took significant decisions regarding all round development of their former institution like the construction of the ground floor of the new building.

**5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/ inter-collegiate / Inter-University/ Inter-state/ National/ International)**

- Under the beneficial guidance of the teaching staff, the students get much scope to get involved in extracurricular activities including in-door and out-door games, debate and cultural activities.

**5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major**

**publications/ materials brought out by the students during the previous academic session.**

➤ The institution inspires the students to write relevant articles in the college magazine. They are also encouraged to publish wall magazines. The entire expenditure incurred in publishing the college magazine is borne by the college. During the last academic session publication of the college magazine and two books bearing ISBN was the major publication of the college.

**5.3.4 Does the institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.**

➤ The institution has its Students' Union. It comprises President(Principal), Vice-President, General Secretary, Assistant General Secretary, Games and Sports Secretary, Cultural Secretary, Social Secretary, Magazine Secretary, , Girls' Common Room Secretary.

➤ The primary duty of the Students' Union is to promote cultural and games and sports activities among the bonafide students of the institution besides offering useful assistance to the administration in maintaining discipline and rules and regulations among the students. The Student Council has no provision to give monetary support to any infrastructural development in the college.

**5.3.4 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.**

➤ In the academic council the students' representatives are not generally included. However in some critical cases the aforesaid body may seek students' assistance. The Principal himself is ex-officio secretary of the Governing Body and he looks after the day to day function of the college.

**5.3.5 Does the institution have a mechanism to seek and use from its graduates and from employers, to improve the growth and development of the institution?**

➤ No, the institution does not have any such data and feedback mechanism.

**5.4 Best Practices in Student Support and Progression:**

- i.) Coaching classes for the educationally and economically backward students
- ii.) Coaching classes for S.C., S.T. & O.B.C. students
- iii.) Financial help to meritorious students in pursuing higher studies
- iv.) Free ship and half-free ship for the college students
- v.) Help from Students' Aid Fund to the poor students etc.

**5.4.1 Give details of institutional best practices towards Student Support and Progression?**

➤ To spread the light of education among all section of the surrounding localities, the institution makes every year special provision of free admission for economically poor students, provides book bank facilities, give meritorious scholarship.

Academic Year	Number of Students
2009-2010	75 (HF) / 13 (FF)
2010-2011	43 (HF) / 10 (FF)
2011-2012	74 (HF) / 11 (FF)
2012-2013	64 (HF) / 21 (FF)
Total Amount Rs. 1,64,700 (One Lakh Sixty Four Thousand Seven Hundred Only)	256/55

**For Re-accreditation:**

**11. What were the evaluative observations made under Student Support and Progression in the previous assessment report and how have they been acted upon?**

- In course of time there has been an increase in the number of educationally backward students. So the college has taken adequate steps to organize remedial class in all departments. The overall academic performance of economically poor students in the institutions has been satisfactory. The teaching faculty has extended financial support to a number of poor but meritorious students in persuading higher studies.



## **Criterion VI: Governance and Leadership:**

### **6.1 Institutional Vision and Leadership**

**6.1.1 State the Vision and Mission statement of the institution and give details on how the institution.**

**e) Ensures that the vision and mission of the institution is in tune with the objectives of the Higher Education policies of the Nation?**

**b) Translates its vision statement into its activities?**

- The college, Bankura Zila Saradamani Mahila Mahavidyapith in its vision and mission statement, has outlined its specific goals and objectives like – a) achieving academic excellence in all endeavors, b) providing “holistic” education to the students by developing their all-round personality, c) making Arts & Science education relevant to the job market by upgrading and updating it continuously, d) developing students into responsible citizen of the country by making them sensitive to social issues.
  
- Keeping in view the objectives of the Higher education policies of the Nation, the college in its vision and mission, tries to produce general graduate and honours graduate in Arts & Science from the coming generation belonging to the greater localities of the economically backward districts, Bankura & its adjoining districts like Purulia, Paschim Mednipur etc. In doing so, it makes special provisions like book bank facilities, free admission, facilities of multi gym, etc. for the students especially coming from the B.P.L.

families. From time to time, the college has been extending supportive hand to the various departments in organizing symposium, workshop, departmental exhibition, and seminar. It always gives equal emphasis on physical development as well as development in creative skill of the students. In addition to this, through our principal who is an EC member of the University the college has been playing a leading role and extending its support to the Burdwan University in organizing student's admission through internet. Moreover, the college always keeps a very close relationship with the prominent external social agencies like Prajapita Brahma KumariIswariya Biswavidyalaya, Bankura Ramkrishna Mission, and Legal Cell Authority under the leadership of District Judge, Bankura, and Voluntary Blood Donation Association etc. for the upliftment of the society intellectually, culturally and physically. It allows them to hold various events in the college campus along with the co-operation of the college members. The Holistic education is promoted to student by organizing general personality development on leadership quality, which increases their decision- making, analytical communication and team building skills.

**6.1.2 Enumerate the Management's commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.**

➤ The commitment of the management is to impart the best education to our students. To ensure this purpose, it keeps strict vigil through the Secretary of our college on the attendance as well as proper functioning of the classes. It invites a quarterly report from each teaching staff that is checked and signed by the Principal of the college. It also takes students feedback from time to time. The College always encourages the teaching staff to take initiative in organizing the various teaching – learning ventures. For this, the college provides physical as well as financial support.

**6.1.3 How do the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?**

➤ The authority communicates with the teaching staff regarding responsibilities that are entrusted upon them through the HODs, from whom the management ensures regarding its implementation. Every faculty maintains his / her daily diary which is examined and signed by the Principal. Thereafter, through discussion the Principal with the help of HOD gives suggestions to the teacher concerned if required for effective teaching as well as proper advancement of the course.

**6.1.4How does the Management/Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the management, to review the activities of the institution?**

➤ To review the activities of the institution, it invites feedback from the students. Admitted students are asked to mention the Telephone Number in the admission form which is later on used for contact if necessary. In the filled up feedback from grievances are mentioned by students which are first forwarded to the H.O.D. of the concerned Dept. for its amicable resolutions.

**6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?**

➤ For improvement of the effectiveness and efficiency of the institutional processes, it always encourages the teaching staff to take part in various core activities like selection and admission of students, holding election of students to the union body, celebrating the national and regional festival, assisting the authority in maintaining the rules and regulations in and

out the college campus, preparation of class routine, holding unit tests, organization of seminar, workshop, etc. The management prefers to have discussion with the Teachers' Council at regular interval for the improvement of the effectiveness of the institutional process as well as to have proper understanding with the teaching unit. In all these core activities the authority is always very much supportive physically as well as financially.

## **6.2 Organizational Arrangements:**

**6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years. Various committees formed during the last five years to improve the organization and management:-**

### **i. Executive Committee/ Governing Body**

(a) Smt. Minati Mishra, President & Govt. Nominee on the G.B. (b) Dr. Siddhartha Gupta, Principal/Secretary, GB (c) Sri Bishnu Bajoria, Donor Member (d) Smt. Rama Rakshit, Donor Member (e) Dr. Ramshankar Basu, University Nominee (f) Dr. Abirlal Banerjee, University Nominee (g) Smt. Banani Chatterjee, University Nominee (h) Prof. Bimal Ch. Betal, Bursar (Invitee) (i) Prof. Nityananda Patra, Teachers' Representative (j) Dr. Sanjit Mondal, Teachers' Representative (k) Dr. Anurupa Mukhopadhyay, Teachers' Representative (l) Sri Malay Kumar Mandal, Non-Teaching Staff Representative (m) Sri Jitendranath Lohar, Non-Teaching Staff Representative (n) Ms. Dhriti Jhariyat, G.S., Students' Union

The Executive Committee i.e., the Governing Body is the supreme authority in administrative, academic, financial and all other matters of the college, though a division of power is maintained through different committees. In last two years (2011-2013) 16 meetings of the Governing Body were held with different agenda raised by the principal of the college. It took so many decisions regarding the confirmation of the proceedings of the previous meeting with the minor changes, if any, appointment of professors, part time and guest teachers, librarian and the non-teaching staff, promotion and fixation of pay of the staff, admission of the students, approval or rectification of the decisions taken by different committees formed by the G.B. itself, such as the Finance Committee, Development Committee, Purchase committee, P.F. Committee, I.Q.A.C. Cell etc. It has taken decisions about the confirmation of the service of the staff on the permanent posts, enhancement of the honorarium of the Guest and Visiting teachers, librarian and contingency non-teaching staff. It has taken major decisions in different issues of this college. Few samples of decisions taken in G.B. resolutions are attached in the Annexure- iv

**ii) IQAC CELL (G.B):**

a) The President (G.B.), Smt. Minati Mishra (M.L.A.) b) The Principal, Dr. Siddhartha Gupta, c) Prof. Nityananda Patra, (NAAC Coordinator), d) Mr. Bishnu Bajoria (Management representative) e) All HODs, f) The M.P., Bankura Constituency, g) S.D.O., Bankura Sadar Sub-Division, h) Dr. Sujit Chatterjee, Chairman, School Service Commission ( External Expert) i) The Bursar, Prof. Bimal Chandra Betal, j) Dr. Samir Roy (Guest Prof.), k) Smt. Malabika Singha (Ex-student), l) Ms. Dhri Jhariat, G.S., Student Union, m) Ms. Tulika Mukherjee (Student Representative)

The meetings of the IQAC cell are held time to time to assess the overall activities of the college so that the college can update itself according to the guideline of the NAAC. In the last two years more than nine meetings were held where many proposals recommended in different matters of the college conforming to the previous recommendations of the NAAC visit.

**iii) DEVELOPMENT (BUILDING) COMMITTEE (G.B):**

a) Dr. Siddhartha Gupta, Principal / Secretary, G.B b) Sri Bishnu Bajoria, Doner Member c) Bursar (Invitee) d) Dr. Sanjit Mondal, Teachers' Representative, e) Dr. Anurupa Mukhopadhyay f) Prof. Maitrika Barua g) Sri Ranjit Bahttacharya, Architect (Invitee), h) Asst. Engineer, PW (CB), Bankura Dte. , Nominated by State Govt. i) G.S. Students' Union J) Prof. Uday Sankar Sarkar k) Sri Malay Kumar Mandal

This committee, formed by the G.B., sat 6 times in its meeting in last two years (2011-2013). It has taken so many decision regarding the infrastructural development of the college like the construction of new building for library , classroom, laboratory, office room, computer room etc., repairing of old buildings and furnishing them with furniture and equipment. The sample of the resolutions and decisions are attached in the Annexure-v

**iv) Library Committee:**

**Members:**

a) Debabrata Mukherjee (convener), b) Prof. Maitrika Barua, c) Prof. Shantiram Mondal, d) Uday Sankar Sarkar, e) Mr. Manik Khan (librarian), f) Mr. Shibsankar Mondal (library clerk)

Almost all the proposals for discussions at the library committee meeting are put forth by the Librarian. More than ten meetings of the library committee were held in last two years (2011-2013). It took decisions about the purchasing of text books, journals and periodicals for the library from the grants both U.G.C. and the W.B. Govt. It also looked after the management of the library so that the readers can be provided with proper library service. There is proper co-ordination among the librarian, Principal, Governing body and the library committee. The Committee has taken steps for the computerization and digitization of the Library.

**v) PURCHASE COMMITTEE (G.B):**

**Members:**

a) Dr. Siddhartha Gupta, Principal / Secretary, G.B.), b) Bursar (Invitee), c) Dr. Sanjit Mondal, d) Dr. Anurupa Mukhopadhyay, e) Prof. Debabrata Mukherjee, f) Sri Malay Kumar Mandal

The Purchase committee is formed by the G.B. More than 10 meetings were held in last two years (2011-2013). The committee has taken many decisions about the purchasing of different materials from the U.G.C. grant, Govt. grant, donation and college fund. It generally calls tender through local newspaper for the major purchases. The Committee in its meetings accepts the lowest bidders to whom the Principal gives orders for supply. Sometimes the members headed by the principal directly purchase materials from the local dealers through compare and contrast regarding price and quality. The sample resolution is attached in annexure- vi

**vi) FINANCE COMMITTEE (G.B):**

**Members:**

- a) Dr. Siddhartha Gupta, Principal / Secretary , G.B b) Dr. Abir Banerjee, University Nominee C) Prof. Nityananda Patra, Teachers' Representative d) Sri Malay Kumar Mandal, Head Clerk & NTS representative e) Bursar (Invitee)

Finance Committee is formed by the G.B. The Committee generally takes decisions about the Annual Budget, the remuneration / honorarium of the Guest Teachers, contingency non-teaching staff etc. Often the Committee sits for the discussion about the financial position of the college and takes necessary decisions in financial matters, if required. Sample of resolution is attached in the Annexure-vii

**vii) STANDING COMMITTEE (Appt.)**

**Members:**

- a) Smt. Minati Misra (President, G.B.), b) Dr. Siddhartha Gupta, the principal / Secretary, G.B., c) Prof. Nitananda Patra d) Mr. Pranab Hazra (University nominee)

The Committee formed by the G.B., takes decisions about the appointment of non-teaching staffs of the college and their promotion, fixation etc. In last two years (2011-2013) 5 meetings were held to take decisions about the conduction of examination for the recruitment of non-teaching staff, as sanctioned by the D.P.I., Govt. of W.B. It is also dealing with die-in harness cases like the case of Sri. Abhijit Ruidas and Sri Suraj Sahis etc.

**viii) CENTRE COMMITTEE, G.B.**

**Members:**

- a) Smt. Minati Misra, President, G.B (M.L.A) , b) Dr. Siddhartha Gupta, Principal / Secretary, G.B, C) Dr. Abir Banerjee, University Nominee, d) S.D.O, Sadar, Bankura



(Invitee), e) Dr. Sanjit Mondal , f) Dr. Anurupa Mukhopadhyay, g) Prof. Anabik Biswas, h) Sri Malay Kumar Mandal, i) Smt. Chandra Biswas

The Committee is formed according to the guide line of the University of Burdwan to conduct the University Examination. Every year before the beginning of the University Examination the meeting of the Committee is held to form the guide lines for the staffs and the students concern.

**ix) ELECTION COMMISSION (G.B):**

**Members:**

a) Dr. Siddhartha Gupta, Principal / Secretary, G.B , b) Prof. Nityananda Patra, c) Dr. Sanjit Mandal, d) Smt. Banani Chatterjee, University Nominee, e) Smt. Chandra Biswas

The Election Commission is formed by the G.B. as per the University statute. Every year before the election of the Student Union the Committee in its meeting formulates rules and regulations of the elections procedure. The whole election schedule is prepared in such meetings. The Commission supervises the total election procedure.

**x) COMMITTEE FOR RABINDRA BHARATI UNIVERSITY P.G. STUDY CENTRE, DISTANCE EDUCATION (G.B.):**

**Members:**

a) Smt.MitatiMisra, the President, G.B. b) Dr. Siddhartha Gupta, Principal / Secretary, G.B , c) Prof. NityanandaPatra (Co-ordinator), d) Dr. SanjitMondal (Asst. Co-ordinator), e) Dr. AnurupaMukhapadya (Asst. Co-ordinator), f) Prof. B.C. Betal)

The college has been organizing a “Rabindra Bharati University P.G. Study Centre” (Distance Education). In this Centre more than 8 P.G. courses are running. In last two years (2011-2013) the Committee decided about the appointment of a new Coordinator

and two Asst. Co-ordinator to run the P.G. study Centre smoothly. It also decided about what would be their honorarium per month and so on.

#### **xi) ACADEMIC COUNCIL / TEACHERS' COUNCIL**

##### **Members:**

- a) Dr. Siddhartha Gupta, The Principal & Ex-officio Chairman
- b) Prof. Uday Shankar Sarkar, the Secretary
- c) Prof. Anabik Biswas, Asst. Secretary
- d) Prof. Debabrata Mukherjee, the Cashier
- e) All other Full-time permanent Professors
- f) Invitee Members from the Guest Teachers and Part-time Teachers

This council deals with various academic matters such as conducting of internal and University examinations, preparation of result of internal examinations, admission of students into various courses, printing of admission forms and prospectus, preparation of academic calendar and class routine, scrutiny of admission forms and so on. In last two years more than 15 meeting were held and different recommendations were submitted to the G.B. through the Principal. The Council organizes General Seminar of the College and also helps the Depts. to organize departmental seminar, workshop etc. No major academic decision of the college is taken without the opinion of Teachers' Council. It forms different committees in its Annual Meeting for the betterment of the academic ambience of the college. A few decisions and resolutions are attached in the Annexure- viii

#### **xii) ADMISSION COMMITTEE (T.C.)**

##### **Members:**

- a) The Principal (Chairman and Convener),
- b) All the faculty members of the college
- c) Head Clerk

The admission committee deals with the admission of the students. Every year a meeting is held generally before the publication of the result of H.S. or equivalent examinations and necessary rules and guides lines are framed. Under the supervision of this committee the forms for admission are issued to the students seeking admission in the B.A. first year Honours and General courses. A merit list is prepared and published on due date. Thereafter the admission committee arranges for first counseling when most of the Honours students are admitted in different subjects. The admission in General Courses are also made through counseling according to their merit list. After one month this committee arranges second counseling for the vacant seats preparing a merit list from the further application of the students. The committee also conducts the admission for the hostlers from a merit list prepared for the purpose.

### **xiii) EXAMINATION COMMITTEE (T.C.)**

Convener : Prof. Bimal Chandra Betal

Members : Prof. Debabrata Mukherjee, Dr. Sanjit Mondal, Dr. Anurupa Mukhopadhyay,

Dr. Samir Roy

The Examination Committee in its meeting makes the schedule of the Unit Test Examinations, Test Examinations of the college. It prepares the Invigilation Duty Roster for the same and for the University B.A / B.Sc. Part-I, Part-II & Part-III Examinations as per the schedule of the University of Burdwan. The committee sat more than 10 times in its meeting to serve the very purpose in the last two years (2011-2013)

**xiv) CULTURAL ADVISORY COMMITTEE:**

Convener : Prof. Maitrika Barua

Members : Dr. Anurupa Mukhopadhyay, Prof. Uday Sankar Sarkar, Prof. Tumtum

Mukherjee, Prof. Subarna Mukherjee

This Committee takes decisions and supervise overall cultural activities of the college. It organizes Annual Cultural Competitions among the students in the branch of Rabindra Sangeet, NazrulGeeti, Recitation, Debate, Adunik Sangeet, different type of dance etc. Moreover this Committee organizes Annual social function in co-operation with the Students' Union. In last two years (2011-2013) the Committee sat five times in its meeting for this purpose.

**xv) MAGAZINE COMMITTEE:**

Convener : Dr. Arup Kumar Ghosh

Members : Dr. SanjitMondal, Dr. AnurupaMondal, Dr. JoydeepGhoshal, Sri Amit

Chakraborty

The Committee looks after the Annual Magazine and other Magazines of the college. Time to time the meetings of the Committee is held for this purpose. Calling for articles from the students and staff, selection, proof corrections, publication etc. all are under this Committee.

**xvi).SPORTS COMMITTEE:**

Convener : Prof. Prajapati Misra

Members : Prof. Santi Ram Mondal, Prof. Nityananda Patra, Prof. Udai Sankar Sarkar,

Prof. Anabik Biswas, Sri Ashok Kumar Hazra, Smt. Mousumi Banerjee, Sri Sandip Dey, Sri Subhendu Chel, Sri Falguni Mukherjee

The Sports Committee generally organizes the Annual Sports of the college and supervises the indoor games of the college. Before one month of the Annual sports the Committee meeting is convened by the convener and the schedule of dates and programmes are prepared there. The name of the chair person and the guests are decided there. In this gracious occasion of Prize Distribution the item of "Go As You Like" by the students draws the attraction of all.

**xvii) HOSTEL COMMITTEE:**

Joint Superintendent : Prof. Swati Ghosh, Prof. Udai Sankar Sarkar

Members : Selected students from the hostel

The Hostel Advisory Committee supervises the day-to-day administration of the hostel where more than 150 female students reside. In last two years 5 meetings were held and different decisions were taken about their problems regarding food, water, electricity and others.

**xviii) ANTI RAGGING ADVISORY COMMITTEE:**

Convener : Prof. Swati Ghosh

Members : Prof. Prajapati Misra, Prof. Bimal Chandra Betal, Dr. Arup Kumar Ghosh

The ragging is the burning problem in the institutions of higher education especially in their hostels. As this is the Women's College the problem is comparatively minor in scale, but not without instances. Therefore, this committee helps the college administration as and when the problem arises.

**xix) CAREER COUNSELING CELL:**

Convener : Prof. Sanjit Mondal

Members : Dr. Siddhartha Gupta (Principal) Prof. Bimal Chandra Betal, Prof. Nityananda Patra, Prof. Santi Ram Mondal

Every year so many Honours and General students pass out from the college. They are too innocent and ill-equipped to find later course of study in higher education or to find any job for future. This career counseling cell meets time to time with the out-going students of 3<sup>rd</sup> year classes and acquaints them with their future possibilities. The committee in its meetings, with the help of the experts like chairman of SSC, PSC etc. from the outside, illustrate about various career scopes of today and about the methods to tackle them and how to be successful in building a good career among the students. Several meetings of this committee were held in last two years (2011-2013).

**xx) GRIEVANCE & REDRESSAL CELL FOR STUDENTS:**

Convener : Prof. Swati Ghosh

Members : Prof. Prajapati Mishra, Prof. Maitrika Barua, Dr. A.K. Ghosh, Dr. Sanushree BhattacharyyaGS Students' Union

The Grievance Redressal Cell settles down the grievances of the student through the concerned H.O.D. for academic grievances. Other grievances are put before the Grievance Redressal Cell where amicable solutions are arrived at through open discussion and counseling.

**xxi) RESEARCH COMMITTEE:**

Convener : Dr. A.K. Ghosh

Members : Dr. Anurupa Mukhopadhyay, Dr. Sanushree Bhattacharyya, Dr. Sanjit Mondal, Dr. Samir Roy

The Research Committee has been encouraging the teachers to do minor and major research projects and any other research work. It supplies forms and prospectus or various funding agencies including U.G.C. and W.B. Govt. among the teachers for doing so. It helps in preparing project proposal and holds meeting to discuss the progress of research work of the teachers concerned. It recommends the G.B. to grant financial benefit to teachers for this purpose. There are instances of such financial help to the teachers.

**xxii) ALUMNI ASSOCIATION (T.C.):**

**List its current Office bearers**

1. Dr. Malabika Sinha- (President)
2. Paromita Dubey Chatterjee- (Vice-President)
3. Usha Betal- (General Secretary)
4. Priyanka Mondal- (Assistant General Secretary)
5. Amrita Goswami – (Treasurer)
6. General Secretary, Students' Union (Member)
7. Dr. Padmini Pani (Member)
8. Dr. Nilanjana Das (Member)
9. Anomitra Deb (Member)
10. Mahua Patra (Member)
11. Nandini Pal (Member)

12. Madhuparna Bhattacharya (Member)

13. Tulika Mukherjee (Member)

The alumni of the college assisted the institution, came forward and took significant decisions regarding all round development of their former institution like the construction of academic and other buildings. Such as “Monalisha Rakshit Smriti kaksha” in the administrative building has been built by the collection of this association from the guardians of the ex-students of the college. It meets time to time in the college and recommends the authority in different matters for the benefit of both the students and staff of the college. In 2011 the Association arranged a “Reunion of the Students and Staffs” successfully in the college. They also participates in the Social Functions, Annual Sports of the college.

**xxiii) COMMITTEE FOR FEED-BACK MECHANISMS (T.C.):**

Convener : Prof. Prajapati Mishra

Members : Dr. A.K. Ghosh, Prof. S.R. Mondal, Prof. S. Ghosh, Dr. Samir Roy, Dr. Sanjit  
Mondal

Every year at the time of passing out of the Final Year (3<sup>rd</sup> year) students, this committee prepares Feed Back forms and issue them to put their impression about the teachers, non-teaching staff, even the Principal. This mechanism helps them to rectify and decide their future course of action.

**xxiv) COMMITTEE FOR EXTENSION (N.S.S.) ACTIVITIES (T.C.):**

Convener : Prof. U.S .Sarkar

Members : Prof. Santi Ram Mondal, Prof. Prajapati Misra, Prof. Anabik Biswas



Two N.S.S. units lead the extension activities of the college. They organize ten-day Annual N.S.S. Camp in the Village-Slump at Panch Bagha, an adjacent village to the town, Bankura. They also organize Blood Donation Camp every year in collaboration with the Blood Bank, Bankura and B.S. Medical College, Bankura. In each camp more than 50 students donate blood there. The N.S.S. unit has constructed the gardens in front of the college office, administrative building and beside the entrance of the college. The campus cleaning activities have been undertaken regularly. Every year the N.S.S. units observe “Tree Plantation Week” when different trees are planted to make the campus green and healthy. Sufficient number of distributions has been provided by the N.S.S. units so as to keep the campus neat and clean.

**xxv) ROUTINE ADVISORY COMMITTEE (T.C.):**

Convener : Prof. Maitrika Barua

Members : Prof. Swati Ghosh, Dr. Sanjit Mondal, Prof. Shrabani Dey

The Routine Advisory Committee sits every year before the beginning of a new academic session to prepare the new Class Routine of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year classes. It also rectifies the routine time to time, if necessary.

**xxvi) STUDENTS’ UNION ADVISORY COMMITTEE (T.C.):**

Chairman : Dr. Siddhartha Gupta, the Principal

Convener : Prof. Prajapati Mishra

Members : G.S., Students’ Union, Dr. Arup Kumar Ghosh, Prof. Santi Ram Mondal, Prof. Anabik Biswas

The statute of the University of Burdwan contains a provision of Students’ Union through which the students can satisfy their academic, financial and administrative demands. Every year in the month of December an Election of class representatives of the

union is held. The date of Election Programme is fixed by the District Magistrate, Bankura for all colleges of the district. The Student Union is very active in different matters of the college like admissions of students, fresher's welcome, social programmes, Poor-Fund-Management etc.

**xxvii) PROSPECTUS COMMITTEE (T.C.):**

Convener : Prof. Bimal Chandra Betal

Members : Prof. Debabrata Mukherjee, Dr. Anurupa Mukherjee, Prof. Anabik Biswas

Before the student admission of the new academic session the Prospectus Committee in its meeting prepare the Form & Prospectus which clearly states the fees of different courses of the college, the rules and regulations to abide by in the college and the rules of students' admission.

**xxviii) STUDENTS' AID FUND COMMITTEE (T.C.):**

Convener : Dr. Arup Kumar Ghosh

Members : Prof. Bimal Chandra Betal, Dr. Sanjit Mondal, Prof. Uday Sankar Sarkar

There is a Students' Aid Fund in the college. This committee recommends the name of the poor, meritorious and needy students for financial aid. After the beginning of the new academic session a notice is served calling the application from the needy students. The committee sits in a meeting with those applications and identifies the poor, meritorious, needy students for financial help through an interview. A list is prepared granting free ship and half-free ship. Thus every year at least more than 15% of the students are granted free ship. The committee also recommends the name of the students who are found unable to fill up forms for final examination, for a certain amount of financial help from the students' Aid Fund.

**xxix) CANTEEN ADVISORY COMMITTEE (T.C.):**

Convener : Prof. Uday Sankar Sarkar

Members : Prof. Bimal Chandra Betal, Dr. Sanjit Mondal

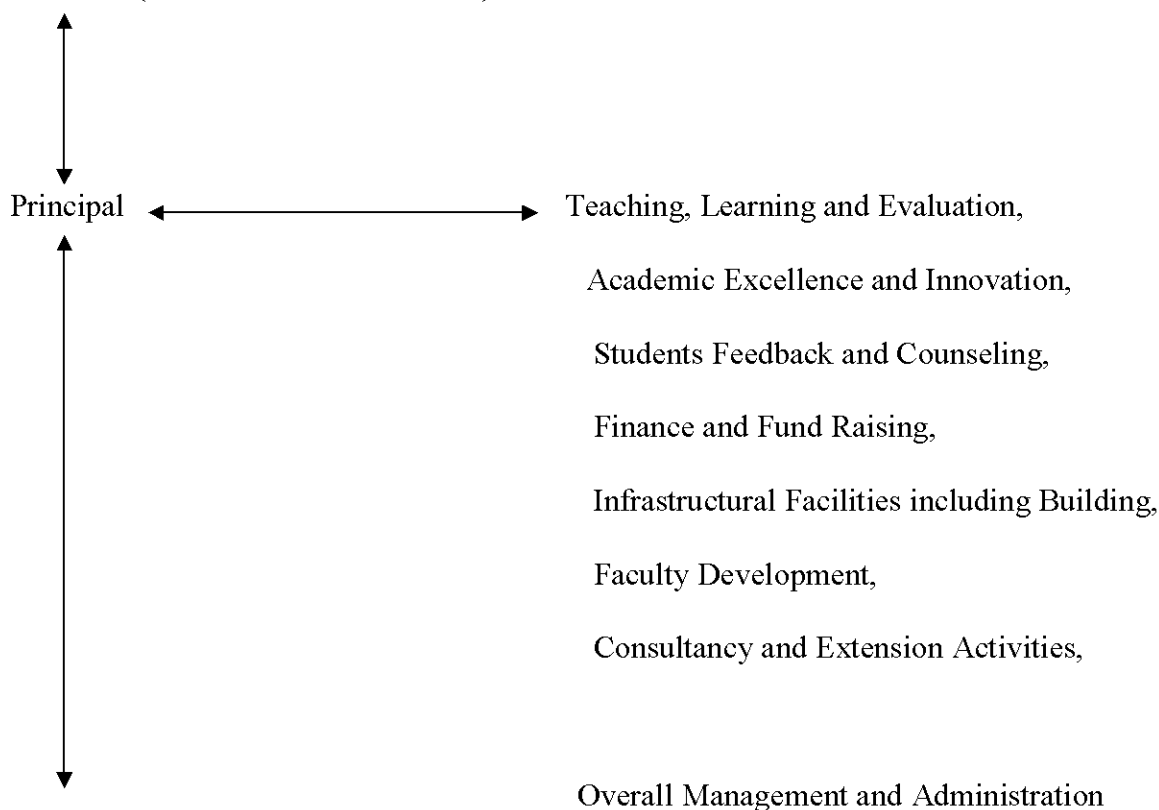
In the college campus there is a cheap canteen for the students and staff of the college including those of borders residing in the hostels. This committee supervises the quality of food and other items served at the canteen.

**6.2.2** To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

For effective administration, it empowers the principal to look after all the academic and administrative matters. It has constituted a good number of above committees. These committees are empowered to perform the entrusted responsibilities. Details of decentralization chart are as follows:

## DETAILS OF DECENTRALISATION CHART

The G.B. (The Executive Committee)




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↕	↕	↕	↕	↕	↕	↕	↕
Development cum Building Committee	Finance Committee	Purchase Committee	Departmental Heads	Teachers' Council	P.F Committee	Appt. / Screening Committee	
deals with all round development of the college	decides all the financial matters of the college	purchases all the materials required for the college	are the in-charge of the department concerned	deals with all academic matters	deals with the PF fund of the employees of the college	deals with the appointment of non-teaching staff, part-time & guest teachers	

**6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.**

- Yes, for academic matters the institution has developed an effective internal coordination and monitoring mechanisms headed by the Principal, the Secretary of Teachers' Council and the Bursar who look into the progress of the course allotted to the teachers. The Principal also often gives surprise visit to the class rooms to assess the functioning of the classes. He meets with the departments to assess the result of the Final Examination and Test Examinations as well as the Unit Tests.
  
- For the other administrative matters the institution has developed effective internal co-operation and monitoring mechanism headed by the Principal, the Bursar and the Head Clerk. They time to time meet to solve the problems of the day- to-day administration and seek helps from the G.B. if necessary.

**6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.**

The Grievance Redressal Cell consists of Prof. .S. Ghosh (Convener), Prof. P. Mishra, Prof. M. Barua, Dr. A. K. Ghosh, Dr. S. Bhattachariya. The Cell has redressed different grievances. The examples are as follows:

Sl. No.	Date of application	Date of meeting	Grievances Redressed
i.		14.07.2011	Pay fixation of J. Ghosal (PTT)
ii.		02.01.2012	Benefit of increment of Head Clerk
iii.		21.07.2012	Pay fixation of Shib Sankar Mondal, cashier
iv.		07.12.2012	Pension-benefit of Prof. Smt. K. Banerjee
v.		09.12.2012	Appointment of NTS
vi.		04.01.2013	Enhancement of Remuneration of contingency staff

**6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?**

➤ There is not any fixed number of meetings that are to be held in an academic year.

However, on the average six meetings are held in an academic year. Following are the major issues discussed during the last meeting :-

- i. Dates of Unit Test, Test examination and evaluation of answer scripts within the stipulated time.
- ii. Discussion regarding steps to be taken for the development in conducting classes at the beginning of the academic session.
- iii. Preparation of an institutional Academic Calendar for the next session.
- iv. Preparation of seminars.

- v. The formation of different academic and other committees.
- vi. The Principles regarding the allotment of classes to the permanent Part-time teachers and temporary Guests teachers.
- vii. Changes in class routines etc.

**6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?**

The college is the only girls' college of the district. So, the case of sexual harassment in the college is negligible. There is a Anti Ragging Advisory Committee which functions as a Cell for the prevention of sexual harassment of women staff as well as of the students.

**6.3Strategy Development and Deployment**

**6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?**

Our college has specialized body called IQAC who is entrusted the task of preparing perspective plan for the college each year strictly keeping in mind the suggestions offered by the Peer Team of the NAAC. The IQAC with the help of finance committee gives feasible suggestion for its implementation.

**6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?**

- Before finalizing the perspective plan for each financial year it was opened to discussion in the Teachers' Council meeting and subsequently placed at the G.B. meeting for its final approval.

**6.3.3 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?**

- Yes

**6.3.4 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.**

- Yes, whatever feedback is collected from the students that is analyzed in the meeting of the committee for Feed Back Mechanism and I.Q.A.C. and put forward the suggestion to the concerning teacher through the authority. In this regard, the Teachers' Council of this college sits together to have a threadbare discussion on various academic related crucial points as well as on the feedback that it had received from the students and accordingly to take necessary measures. Following charts depicts the details of aforesaid measures:-

Date of meeting	Topic of Discussion	Decisions taken
06.04.2011	Lack of class-room	Recommended the G.B. to build class rooms in the old library hall. The G.B. accepted it and decided to shift the library to the first floor of the administrative building. The decision has been implemented.



11.05.2011	Specialized classes for advanced learners in the department of English, Bengali, History, Geography & Mathematics.	Recommended the G.B. to build new class - rooms with a Smart Room on the 1 <sup>st</sup> and 2 <sup>nd</sup> floor of the existing U.G.C. building for the advanced learners as well as for the use of the S.C. & S.T. Students. The G.B. accepted the recommendation and built the same with the help of the U.G.C. grants.
07.07.2011	Lack of indoor game & outdoor games	Recommended for the enhancement of the scope of indoor games and outdoor games. The G.B. tried to enhance the scope of indoor games but could not accept the recommendation for the outdoor game due to lack of proper playground.
08.09.2011	Canteen facilities	As per the demand of the students and the recommendation of the committee the G.B. has been trying to improve the canteen facility for both the staff and the students.
19.12.2011	Open a of first-aid center	With the recommendation of the committee the steps were taken for the improvement of the First-Aid Centre of the college. Open a of first-aid center.
15.02.2012	S.S.C. coaching	As per the recommendation of the committee the G.B. permitted to run a coaching class center for the existing and ex-students of the college. The center helped them with experienced teachers of the college.
06.03.2012	Drinking water supply	The students had a demand for heavy duty aqua guards in the college campus with cooling facility. The committee recommends for it which was placed by the Principal before the table of the G.B. In the meeting Mr.

		Bishnu Bajoria took the matter in his hand. Later on, two heavy duty aquaguards have been provided as donation by Umadutt Ramkrision, a well-known local Merchant on the request of Mr. Bajoria.
04.04.2012	Cycle stand	The Committee recommended from the data and information obtained from the feedback for the construction of cycle stand. The G.B. accepted it and two cycles stand were constructed from the resource generated from R.B.U.
25.06.2012	Campus cleaning	In regular interval the campus of the college is being cleaned.
26.07.2012	Enhancement of Honours classes	From the feedback mechanism it was known that the number of classes of the Honours students should be enhanced. The decision is taken and executed in this regard.
11.02.2013	Improvement of food quality in the hostel	The committee opined that the food quality in the hostel was not up to the mark. The hostel committee sat in its meeting and tried to improve the quality enhancing the hostel fees and college-subsidy for that purpose.
28.02.2013	Water supply in the hostel	This demand is acute. In spite of the recommendation of the committee the management is hopeless after digging for two deep- wells without any result. So the water supply is not well even today.
22.03.2013	Generator connection in the hostel	Obtaining data and information from feedback the committee put into the notice of the college authority that a generator is necessary in the hostel due to load shedding. But it can't be provided even now for the paucity of fund

**6.3.5 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating /providing conducive environment etc.)**

➤ The authority is always very much supportive in promoting co-operation among the various departments. It always encourages the faculty members to take inter-departmental classes and to develop joint venture in organizing seminar, workshop etc. Some teachers also take classes with the faculty members of neighboring colleges. Further the authority extends its helping hands to the faculties in inviting various resourceful personal of different fields to motivate as well as to create awareness among the students which in turn gives birth a very much conducive environment for the students.

**6.4 Human Resource Management**

**6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers)**

**Does the institution use the evaluations to improve teaching / research of the faculty and service of the faculty by other staff? If yes, how?**

➤ The college adopts self-appraisal method and takes feedback from the students for performance assessment of the teaching faculty.

Yes, whatever assessment from self-appraisal method as well as from the students are obtained that are placed before the Teachers' Council meeting for threadbare analysis and thereafter whatever results are obtained that are forwarded via the authority to the concerning teacher for further development.

**6.4.2 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)**

➤ A good number of welfare measures are there for the staff and faculty. Whenever any staff or faculty needs financial assistance to meet medical treatment of his/ her, then the college always extends its helping hand. For refreshment, it provides a flat TV with LCD screen in the teachers' common room, Principal's Chamber and also in Students' Common Room. The permanent staffs are provided with different types of loan from the Employees' Credit Co-operative Society of the college finance by the Central Co-operative Bank, Bankura.

**6.4.3What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?**

➤ The college always acts as per the UGC guidelines and follows government instruction in executing plans / programmes. So far as the recruitment of the full-time permanent teaching staff is concerned the college authority appoints them according to the recommendations of the West Bengal College Service Commission. But to appoint the part-time and guest-teacher, it invites applications through the local newspapers and those having UGC norms are invited for interview. Accordingly the best one is selected having the U.G.C. qualification.

**6.4.4 What are the criteria for employing part-time / adhoc faculty? How are the recruitment conditions of part-time / adhoc faculty different from that of the regular faculty? (E.g. salary structure, workload, specializations).**

➤ At the beginning of the academic session, the college authority always consults with the concerning HOD whether any guest teaching faculty is required in his/her department. If

yes, then it invites application from the competent aspirants having required qualification. Accordingly the best one is appointed. Each guest teaching faculty is paid a stipend of Rs.4000.

**6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (E.g. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).**

➤ The College authority usually grants leaves to the faculty who participates in seminars, conference, workshops etc. Moreover it is benevolent in extending ‘financial advance’ if any department organizes seminars, conference, workshops at state as well as national level. As this college is U.G.C. affiliated college, such grants are often received to organize state and national level seminar, workshop, conference etc. The grants of last five years as follows:-

Academic Year	Amount	Name of Head
2009-2010	1,00,000.00/-	UGC
2010-2011	1,25,270.00/-	UGC
2011-2012	1,25,000.00/-	UGC
2012-2013	1,50,000.00/-	UGC
2013-2014	-----	-----

**6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If yes, give details.**

➤ Yes, the need of the faculty development is assessed on the yardstick of recent trend of changes and day-to-day need of the students. Though the college has conducted staff development programme of computer training and encouraged the faculty to go for M. Phil, and Ph.D., Orientation and Refreshers' Courses etc.

**6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.)**

➤ The college has well maintained and functional office for conducting day to day function. It can provide / allot separate room for only Geography department with all infrastructures to carry out their work effectively. The full-time professors are provided each with a Laptop. The Teachers' Common Room has been provided with a Computer including internet facility, Laser Printer etc.

## **6.5 Financial Management and Resource Mobilization**

**6.5.1 Does the institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?**

▶ Yes, the college has received following different grants from the UGC and D.P.I. of W.B. Govt.:-

Heads	2009-2010	2010-2011	2011-2012	Source
Salary grants for the T.S. & N.T.S.	Rs.15300258.00	Rs.19609961.00	Rs.21056170.00	W.B. Govt.
Book grants	Rs.513264.00	Rs.80000.00	Nil	
Building grants	Rs.1934840.00	Rs.3121095.00	Rs.1022148.00	UGC & W.B. Govt.
Seminar grants	Rs.100000.00	Rs.125570.00	Rs.125000.00	UGC
Scholarship/ Stipend	Rs.21750.00	Rs.31980.00	Rs.56220.00	W.B. Govt.
Equipment grants	Nil	Rs.821475.00	Nil	UGC

**6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years. Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met.**

The following are the amount of donation through which the resources are mobilized in last two years i.e., 2010-2011, 2011-2012:-

Name	Amount	Purpose of donation
Col. K.P. Ghosh	Rs.10000.00	Endowment
Dr. Adinath Banerjee	Rs.25000.00	Endowment
Chhanda Bhattejee	Rs.10000.00	Endowment
Shyamacharan Lahiri Charitable Trust	Rs.20000.00	Endowment

Bajoria Foundation	Rs.500000.00	Building construction for Student's Common Room
Roma Rakshit	Rs.200000.00	Building construction for Monalisha Smriti Kakshya

- Yes, there is adequate budget to cover the day-to-day expenses, attached in Annexure-  
viii

**6.5.3 Is there adequate budget to cover the day to day expenses? If no, how is the deficit met?**

- Yes, there is adequate budget to meet the expenses. The budget of last year is attached in Annexure ix

**6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements))**

To fulfill the institution's mission and offer quality programmes a budget at the beginning of every financial year is prepared by the Accountant and Bursar of the college. The budget and income-expenditure statement of the last year- 2012-2013 is attached in the Annexure- ix

**6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.**

Yes, Govt. of West Bengal appoints the auditor to audit the accounts regularly on the basis of the Bank Statement, Acquaintance Roll, Cash Book or Disbursement Register, Cheque



Register with Cheque Book etc. The audit up to the financial year 2012-2013 is completed by the Govt. Auditor.

**6.5.6 Has the institution computerized its finance management systems? If yes, give details.**

- Yes, software for the finance management has been installed in the college computer network. For this purpose more than ten computers are in use. The cashier, accountant, head clerk etc. are well-trained in handling the software. The day-to-day cash books are maintained through this system.

**Best Practices in Governance and Leadership:**

**6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?**

- The Best Practices in Governance and Leadership of the institution can be summarized as follows:
  - a) The authority persuades the teaching as well as nonteaching staff to go for self-introduction in the very first day of every new academic session in their respective classes before the new comers as well as before the old students explaining the rules and regulation, tradition and heritage of the institution.
  - b) Efforts to maintain a very cordial relationship among the teaching, nonteaching and the student community and to prevail the feeling of oneness among the same.
  - c) Maintain strict and punishable ban for the offences like ragging or indulging ragging, use of mobile phone excepting the Student's Common Room.

- d) System of open discussion with the teaching staff as well nonteaching staff in case of crucial matters.
- e) Keeping transparency in monetary matters like sanction of financial grants and disbursement.
- f) Take institutional leadership in matters such as: i) Creating awareness among the people of nearby locality regarding ill effects of various types of pollutants, smoking, drinking, unhygienic sanitation etc. ii) Offering collective help in cash or kinds to the needy victims of natural disasters (National and local).

### **For Re-accreditation:**

#### **1. What were the evaluative observation made under Organization and Management in the previous assessment report and how they have been acted upon?**

The previous NAAC Peer Team was fully satisfied with the Organization and Management of the college. However the team recommended for opening a Computer Unit, a First Aid Centre, more provisions of indoor and outdoor game, for appointment of more full-time teaching and non-teaching staff in the vacant post etc. The college has tried its best to do the needful with the help of the W.B. Govt. Accordingly, an equipped computer training center has been running in the college in collaboration with Rajiv Gandhi Computer Swaksharata Mission, the scope of indoor games has been increased. Several steps have been taken for the recruitment of teaching and non-teaching staff in the college.

**2. What is the other quality sustenance and enhancement measure under taken by the institution since the previous Assessment and Accreditation with regard to Organization and Management?**

- i) Teaching Staff is always motivated to go for social activities like organization of blood donation camp, blood grouping among students, participation in Red Ribbon activities, relief activities caused by natural calamities etc. Accordingly the teaching staff actively takes part in these noble purposes.
- ii) Whatever be the constructive demand that comes from any department, the management is very much co-operative in meeting up them immediately in order of priority.

## **Criterion VII: Innovative Practices:**

### **7.1 Internal Quality Assurance System**

#### **7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?**

- The college has the following mechanism for quality assurance:
- i) Internal Quality Assurance Cell
  - ii) Teachers Council having different sub-committees to suit the above purpose
  - iii) Grievance Redressal Cell with inbuilt feedback system
  - iv) Governing Body
  - v) Annual Parent-Teachers' Meet

#### **7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution? The academic system is examined periodically. Its findings are analyzed and suggestions there with are given for up gradation of faculty activities.**

- i) **Internal Quality Assurance Cell:** Its main function is to chalk out annual action plan of the college taking into consideration the various financial constraints, strength and weakness of the college as specifically mentioned by the Peer Team visit on 17-18 March, 2007. It also evaluates the performances of the annual action plan and accordingly intimated to the NAAC office, Bangalore for drawing its kind attention.
- ii) **Teachers' Council:** The college has a statutory Teachers' Council comprises the full time permanent teachers whose main function is to perform mainly as an academic audit body where every teachers put their heads together for discussing the academic improvement of the college concerned keeping in mind the vision

and mission of the college situated at the economically backward district, Bankura in the state of West Bengal.

- iii) **Grievance Redressal cell with inbuilt feedback system:** Here we have earmarked two different boxes one for the students and the parents as a whole and the other for the teaching and non-teaching where the filled up feedback form mentioning the various grievances are dropped in the respective boxes. This filled up forms are periodically opened from the box, generally at the end of the month and placed before the Grievance Redressal Cell for drawing its kind attention and necessary action. In case it is not amicably being resolved at this level the cell can refer the matter to the Governing Body of the college.
- iv) **Governing Body:** It is the supreme Governing authority of the institution where every recommendation or amicably settled resolution of different sub-committees as mentioned above are finally placed before it for its scrutiny and further suggestions or recommendation, if required. The basic philosophy of our Governing Body is to inspire or introduce a **participatory management** system involving incorporating and believing all the stake holders of the institution.
- v) **Annual Parent-Teachers' Meet:** This is indeed all of the most innovative practices introduced in the college where at the Meet parents have every liberty to convey their suggestion, recommendation or grievances, if any, for the improving the academic ambience as well as qualitative improvement in respect of Teaching Learning Evaluation system etc. of the college.

### **7.1.3 What role is played by students in assuring quality of education imparted by the institution?**

- Students can play a pivotal role in assuring quality education by filling up the feedback forms at least once at the end of every academic session. Here in this system

students feel free to express their valuable opinions, suggestions, as well as grievances, if any, resulting into an audited academic mechanism.

**7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the best practices have been internalized?**

➤ The college administration always inspires the teaching faculty to upgrade themselves in the concerned subjects taught by them. The college provides sufficient library facilities to poor and meritorious students. Leave is granted to faculty members for undergoing research, attending seminar / workshop at state and national levels as well. Students are inspired in publishing Annual College Magazine and debate; deliberation etc. is also the focus of this glorious institution.

To ensure that the best practices followed by this college have been internalized, the college organizes recitation, music, debate, prose-reading and quiz competitions among the students to encourage them fostering their creative activities.

**7.1.5 In which way has the institution added value to the quality enhancement of students?**

➤ For the quality enhancement of students, it has taken a number of measures like periodic internal assessment by each department, unit test, merit scholarship, remedial classes for under achievers, etc.

**7.2 Inclusive practices:**

**7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:**

- a) Socially-backward
- b) Economically-weaker and
- c) Differently-abled

➤ According to Government policy, the college strictly made reservation of seat for the students belonging to socially backward classes. In case of students hailing from economically weaker section, free admission as well as book bank facilities are provided.

Academic Year	S T	S C	OBC/M OBC	T G L	Free admission	Book Bank Facility	Differently- abled
2007-08	0	0	04	0	0	04	0
2008-09	0	05	04	0	0	09	0
2009-10	0	07	07	0	0	14	0
2010-11	0 2	08	0	0	0	10	0
2011-12	0	15	07	0	0	22	0
2012-13	0	05	07	0	0	12	

**7.2.1 What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities? Specify?**

- a) Teaching
- b) non-teaching

In regard to recruitment of teaching staff and non – teaching staff from disadvantaged communities, the college has to follow Government notification and order issued by the Ministry of Finance and the Higher Education Department.

**7.2.2 What special efforts are made to achieve gender balance amongst students and staff?**

Only female students get admission in this college. So, gender balance is automatically achieved among students and staff.

**7.2.3 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff/ students? Give details.**

- At present there is no need whatsoever.

**7.2.4 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/ tribal backgrounds?**

- The college makes reservation of seats for tribal students, provides need-based tutorial classes, book bank facilities, remedial coaching classes separately for advanced as well as non-advanced students, free WBCS, NET/SET and SSC coaching - all these contribute to foster the overall development of students hailing from rural/tribal backgrounds.

**7.2.5 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?**

- Yes, the college administration directs the HODs to keep and preserve the incremental academic growth record of the students admitted from the disadvantaged sections. The college has always been impartial to all sections of students as well as non-teaching staff. It makes special provision of scholarship for the students hailing from socially backward communities.

**b) What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?**



- The college has always been unbiased to all sections of students as well as non-teaching staff. It makes special provision of scholarship for the students hailing from socially backward communities.
- The college has two NSS units performing out-reach activities through voluntary participation of student, teachers and non-teaching staff alike where do they have an ample opportunity to mix and serve as well as to have a practical experience in the field of adopted villages.

### **7.3 Stakeholder relationships:**

#### **7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?**

- In cordial recognition of the selfless devotion and sincere efforts of the stakeholders in the up liften of the academic programmes of the college to this present position which has always been a source of inspiration for the present generation, the college always invites their thoughtful suggestions and expects active cooperation in taking the right kind of decisions in relation to academic as well as infrastructural development of the college. However, they are not officially entitled to participate in evaluation process regarding answer scripts.

#### **7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?**

- After thorough discussion with the teaching faculties, students' body and stakeholders, the college gives proper emphasis on the changing academic atmosphere in the context of globalization by introducing distance education programmes through Rabindra Bharati University, and the University of Burdwan, Spoken Sanskrit and Spoken English for the wider benefit of the students at large.

**7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?**

➤ Powerful infrastructural facilities such as well-equipped digital library, computer laboratories with internet facilities and the laboratory of Mathematics department provided with eight computers. Congenial environment among all sections of the college family, facilities of well-equipped indoor as well as outdoor games, satisfactory performance of the students in various fields such as sports etc. are some of the key factors that attract students and stakeholders to the institution.

**7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/ spiritual development of the students?**

➤ The college always welcomes the stakeholders during the auspicious occasions like Fresher's Welcome, Parent-Teachers' Meet, College Social, Teachers' Day etc. and share their sentiments as well as receive their valuable suggestions to ensure overall development of the students.

**7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?**

➤ Since inception, the college has tried its level best to satisfy the genuine desires of the people around in promoting and spreading the light of education. So, the college expects to enjoy the full support and confidence of the people around and therefore fervently lays emphasis on suggestions coming from knowledgeable persons in Teacher-Student meeting arranged by the college time to time.

**7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?**

➤ To inspire and motivate the students with a sense of social responsibilities during their budding period, they are made to undertake various social services like construction of village road at Panchbaga, Blood Donation Camp in association with Bankura Sammilani Medical College etc. Yes, we have an exclusive programme for the empowerment of women through Women's Cell, Legal Awareness Club etc.

**7.3.7What are the institutional efforts to bring in community-orientation in its activities?**

➤ The college has different wings like Women Cell, Bankura Zilla Saradamani Mahila Mahavidyapith National Service Scheme, etc. which always render useful community services. Women are made conscious of their inherent power in effective ways. Meetings are organized to this extent

**7.3.8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?**

- The college creates health awareness among the neighborhood communities. It organizes camp in association with other social and health organizations like Blood Donation Cell of Bankura Sammilani Medical College etc. The teaching staff, students and non-teaching staff of Bankura Zilla Saradamani Mahila Mahavidyapith etc. get involved in this up liftment process.
- Prior to every such endeavor relating to organizational involvement to be undertaken, there is a discussion among concerned teachers, non-teaching staff and stakeholders

for Redressal of the community needs and to identify particular areas for strengthening the neighborhood communities.

**7.3.9 How do the faculty and students contribute in these activities?**

- The teaching faculties and the students jointly undertake these community services.

**7.3.10 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?**

- The performances of the students in various fields are scrutinized and the observation is that the number of prospective candidates seeking admission in the college has sky rocketed year by year. This is an index of getting acquainted with the students' satisfaction.

- Yes, the college implements the up-to-date rules and regulation of the University of Burdwan.

**7.3.11 How do you build relationships?**

- To attract and retain students provision of well-equipped computer laboratory, provision of well-equipped laboratory of the science faculties with internet facilities and digital library, presence of social harmony congenial environment among all sections of the college family, facilities of well-equipped indoor as well as outdoor games , provision of book banks facilities for the poor students, provision of free admission for meritorious students, provision of full and half free scholarship for economically poor students , satisfactory performance of the students in various fields such as sports etc. are some of the mention worthy inbuilt strength of the college.

- To enhance students' performance the teachers inspire the students to exploit human resources available. They always stand on their feet well prepared to help their beloved pupils with utmost care and maturity.

- To meet their expectations of learning, the teaching staffs of Bankura Zilla Saradamani Mahila Mahavidyapaith are friendly and co-operative with the students who feel free in their cordial presence. Learning is an interactive process and it proceeds in this way.

**7.3.12What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?**

- ❖ The institution has a Grievance Redressal Cell for meeting up the various grievances or complaints, the teaching and non-teaching staff of the institution extend their helping hands to make the Grievance Redressal Cell functioning settling or redressing any complaint which comes before the Cell. The complaints are aggregated in terms of priority of importance and are thrashed out thereafter.

**For Re-accreditation:**

**How is the core values of NAAC reflected in the various functions of the institution?**

- To reflect the core values of NAAC, the college administration always lays emphasis on the active functioning of IQAC. It seeks students' feedback in prescribed format to assess the completion of course curriculum as well as the performance of the teachers. It always gives immense moral as well as financial support to students in publishing college magazine etc. to unearth their inherent creativity talents. To keep the students fresh and active, it introduces unit tests, inter departmental lectures etc. The rules and regulations as prescribed by the University of Burdwan are followed in toto. Moreover remedial classes for slow learners are arranged from time to time. All these ensure incremental academic growth in all the departments of the college. It tries to involve the stakeholders to receive their valuable suggestions which ensure overall development of the students.

## Evaluative Report of the Departments

### 1. Evaluative Report of the Department Bengali:

#### 1. Faculty profile – adequacy and competency

<b>Name of the teacher</b>	<b>Designation</b>	<b>Qualification</b>	<b>Research Experience</b>	<b>Teaching Experience</b>
Dr. .Sanjit Mondal	Asst. Professor	M.A., B.Ed., NET, Ph.D.	Ph.D.	11 Years
Dr. Anurupa Mukhopadhyay	Asst. Professor	M.A., B.Ed., NET, Ph.D., PDF	Ph.D.	11 Years
Prof. Tumtum Mukherjee	Asst. Professor	M.A., M.Phil., B. Ed.,	M.Phil.	4 Years
Dr. Joydip Ghosal	Part-time Teacher (Permanent)	M.A., NET, Ph.D.	Ph.D.	6 Years
Prof. Chandrani Sen	Guest Teacher	M.A., B.Ed.	Nil	1 Year
Prof. Biswarup De	Guest Teacher	M.A., NET.	Nil	3 Months

**2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.**

Students in the Honours courses are usually admitted strictly on the basis of merit, and in the General courses as per first come basis till the seats are available. For the current session Honours students have been admitted through on-line process by the university website according to the University rules.

**Entry level:**

(i) Entry level cut-off marks are 45% for seeking admission to Honours courses, and 30% for General courses.

(ii) Entry level minimum marks obtained by the students (Hons) : 68.4% (unreserved category)

: 58.4% (SC category)

: 65.4% (ST category)

(iii) Entry level maximum marks obtained by the students (Hons) : 83.4% (unreserved category)

: 77.2% (SC category)

: 75.8% (ST category)

**Socioeconomic Status:** Most of the students enrolled are from rural and semi-urban areas that include S.T.& S.C. and Minority students. There is no Govt. approved OBC category reservation in higher education of our state.

**Language Proficiency:** Students are conversant in English and Hindi besides their mother tongue Bengali. The tribal students are conversant in the Santhali language.

**Entry level students profile (Hons.), session: 2012 – 13**

Category	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			3 <sup>rd</sup> Year		
	M	F	T	M	F	T	M	F	T
SC	0	14	14	0	08	08	0	09	09
ST	0	02	02	0	03	03	0	02	02
OBC	NA	07	07	NA	07	07	NA	NA	NA
Gen	0	35	35	0	27	27	0	34	34
Others	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	0	58	58	0	45	45	0	45	45

General Course	255	172	111	Total = 538
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**3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.**

The college is affiliated to the University of Burdwan, Burdwan. Hence it has no role to play in such changes. However, in 2009-10 the university had modified the syllabus to make it more relevant for the students.

**4. Trends in success and dropout rates of students (Hons) during the past two years.**



Success rate of Bengali is quite satisfactory, General students 70% and Honours students 100%. Drop-out rate is not very high (5%). However, few students cannot continue because of other training courses.

Academic Year	Students Appeared			Students Passed			Class			Student Rate in %	University Rank
	M	F	T	M	F	T	I	II	Pass		
2011-12	0	31	31	0	31	31	07	24	N.A.	100%	2 <sup>nd</sup>
2012-13	0	42	42	0	42	42	07	35	N.A.	100%	2 <sup>nd</sup>

**5. Learning resources of the department - Books, Journals, Maps, computers, and other resources:**

The department has a limited collection of books (though formally does not have any library), which students and teachers normally consult apart from the rich collection in the central library where there are reference books and text books numbering 5000. Two journals and laptops are there which are used as teaching aids.

**6. Modern teaching methods practiced and use of ICT in teaching – learning. ?**

Usually lecture method is followed, however LCD projectors and computers are used from time to time for comprehensive and effective teaching, Tutorial classes are arranged and home assignments are also given to students by the faculty. Teachers are available beyond class hours to provide individual counseling to students.

**7. Participation of teachers in academic and personal counseling of students:**

Teachers of the department are always available for academic and personal guidance to the students. They help and encourage them for their future prospect in all ways.

**8. Details of faculty development and teachers who have been benefited during the past two years:**

The department has three full-time teachers appointed by the Govt. all are assistant Prof. and one part-time teacher and two guest Lecturer. They have completed different faculty development programme such as M. Phil., Orientation and Refreshers' courses, Ph.D., PDF and UGC Minor research project.

Name of teacher	Orientation/Refresher courses	Seminars/Workshops/ invited talks	Conferences
Dr. Sanjit Mondal	R.C.-01	Workshops-01, Seminars-29, (National) State level-02 International level talks-04	2 (National)
Dr. Anurupa Mukhopadhyay	R.C.-01	National seminar-11	02
Prof. Tumtum Mukhopadhyay	Nil	Nil	Nil
Dr. Joydip Ghosal	NA	03	Nil
Prof. Chandrani Sen	NA	Nil	Nil
Prof. Biswarup De	NA	01	Nil

**9. Participation/contribution of teachers to the academic activities including teaching, consultancy and research (last five years):**

Sl. No.	Name of the Faculty	Articles	Books	Major Projects	Minor Projects
1.	Dr. Sanjit Mondal	33	02	0	02
2.	Dr. Anurupa Mukhopadhyay	12	01	PDF-01	01
3.	Prof. Tumtum Mukhopadhyay	0	0	0	0
4.	Dr. Joydip Ghosal	08	0	0	0
5.	Prof. Chandrani Sen	0	0	0	0
6.	Prof. Biswarup De	02	0	0	0

**10. Collaboration with other departments/institutions, at the State, National and International levels, and their outcome during the past two years:**

Date	Time	Teacher Name	Department	Topic
24.11.2009	1 - 2.30 PM	Prof. Lakshmi Narayan Mukhopadhyay	English	Shakespeare as a play writer and as a sonneteer
08.12.2009	1 - 2.30 PM	Dr. Arup Kumar Ghosh	English	Chaucer's poetic contribution

15.12.2009	1 - 2.30 PM	Prof. Lakshmi Narayan Mukhopadhyay	English	On Shelly and Keat's
16.12.2009	11.30-1 PM	Prof.  Kusumlata  Banerjee	Sanskrit	Chhanda
22.12.2009	1-2.30 PM	Dr. Arup  Kumar Ghosh	English	Milton's poetic  achievement
08.03.2011	1-2.30 PM	Dr. Arup  Kumar Ghosh	English	Lyrical ballads
10.03.2011	11.30-1 PM	Prof. Lakshmi Narayan Mukhopadhyay	English	Shakespeare- tragedy & comedy
11.12.2012	1-2.30 PM	Prof. Lakshmi Narayan Mukhopadhyay	English	Romantic Period
18.12.2012	1-2.30 PM	Dr. Arup Kumar Ghosh	English	T.S. Eliot & his Poetry
18.12.2012	2.30-4.00 PM	Prof. Anabik Biswas	History	Mughal & Rajput History, Aspect of Rajsingha (novel)

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years:**

➤ Nil

**12. Placement record of the past students and the contribution of the department to aid students placements.**

Sl. No.	Name	Year of Pass out	Organization
1.	Prof. Archana Dandapath	2005	Govt. College, Tripura NET, SET, M.Phil.
2.	Prof. Sutapa Patra	2004	Vivekananda College, Maldah, NET
3.	Prof. Saptadita Karmakar	2004	New Barrackpore College, (Part-time lecturer)
4.	Prof. Indrani Barui	2004	Chandan Nagar College (Part Time Lecturer)
5.	Tanusri Hansda	2005	School Teacher, NET qualified, 2011
6.	Satabdi Ghosh	2006	School Teacher
7.	Ishita Ghosh	2005	School Teacher
8.	Piyali Adhikary	2003	School Teacher
9.	Rita Mondal	2006	School Teacher
10.	Nupur Karmakar	2005	School Teacher
11.	Tumpa Dhalla	2006	School Teacher
12.	Tanusree Chakraborty	2007	School Teacher
13.	Jyotsna Dey	2006	Lecturer, B.Ed. College
14.	Rita Satvya	2007	School Teacher
15.	Moumita Mondal	2007	School Teacher
16.	Kuntala Dey	2002	School Teacher, Ph.D.
17.	Banasree Dutta	2004	School Teacher
18.	Baisakhi Saha Mondal	2010	NET, JRF
19.	Mousumi Mandal	2005	School Teacher
20.	Mousumi Chatterjee	2005	School Teacher

**13. Plan of action of the department for the next five years:**

- a) We shall try to make the subject more popular among the students and encourage them to opt for PG studies.
- b) We shall try to create more teaching posts in this department.
- c) We shall try to acquire more funds to buy more reference books, journals and text books for the students.
- d) We shall try to set up a departmental library.
- e) We shall try to subscribe for a few online journals.
- f) We shall encourage the Part Time Teachers and the Guest Teachers to take up research projects and enroll for Ph. D. programmes.
- g) We shall take initiative to publish a departmental journal if fund is provided.
- h) We aspire to subscribe for online library for the students.

**14. Students' Project: Funded by the college**

<b>Project title</b>	<b>Year</b>	<b>Funding Agency</b>	<b>Published on</b>
Ashapura Devi'r Upanyase Nari Bhabna: Alor Sandhani	3 <sup>rd</sup> Year Students	College	2010
Sahityer Charitrabhidhan	3 <sup>rd</sup> Year Students	College	2012 September
Bhasa Tatwer Abhidhan	2 <sup>rd</sup> Year Students	College	2013 January

**15. Students' seminar:**

<b>Year</b>	<b>Date</b>	<b>Topic</b>
3 <sup>rd</sup> Year students	25.07.2012	Jogajog Upanyas: Dampatwa Sangkat
3 <sup>rd</sup> Year students	20.09.2012	Paribarik Nari Samasya ebong Bartaman Prekshit
2 <sup>nd</sup> Year students	22.08.2012	Adhunik Kabita ebong Style ba Shaili
2 <sup>nd</sup> Year students	19.12.2012	Bhasa and Upabhasa: Ekti Samparker Mulyayan
1 <sup>st</sup> Year students	23.11.2012	Modhyojuger Sahitye Dev-devi Bhabna: Natun Angike

**16. Group discussion:**

<b>Year</b>	<b>Date</b>	<b>Topic</b>
3 <sup>rd</sup> Year	18.07.2011	Hossain Miya: Padmar Pratirup na Protidwandi
3 <sup>rd</sup> Year	27.01.2011	Bangla Chhoto Galpe Samaj
2 <sup>nd</sup> Year	11.02.2012	Mysticism and Saradamangal
2 <sup>nd</sup> Year	12.02.2013	Language Mobility
3 <sup>rd</sup> Year	25.07.2013	Hossain Miya: Shilpi o Swapna Bibhor Shaytan
1 <sup>st</sup> Year	24.08.2012	Amra Bangla Porbo Keno: Ekti Samiksha

**17. Departmental Quiz:**

☞ Organized by the Department, held on 20<sup>th</sup> September 2012 and 8<sup>th</sup> February 2013

## **2. Evaluative Report of the Department English:**

### **1. Faculty profile – adequacy and competency**

The faculty as a separate discipline was introduced from 1995. The department started with one full-time teacher. Later on two full-time teachers joined the faculty. Among them two teachers have already retired. Presently, there is one full time teacher, one part-time teacher and three guest teachers. The department functions in a peaceful academic condition. The teachers sincerely perform their duties.

<b>Name of the teacher</b>	<b>Designation</b>	<b>Qualification</b>	<b>Research Experience</b>	<b>Teaching Experience</b>
Dr. Arup Kumar Ghosh	Associate Professor	M.A, B.Ed., PhD.	PhD 8 years	26 Years 2 months
Amit Chakraborty	Part Time Lecturer	M.A, B.Ed.	1 year	More than 4 Years
Usha Betal	Guest Lecturer	M.A, B.Ed.	1 year	2 Years
Amrita Goswami	Guest Lecturer	M.A.	Research Scholar (NET Qualified)1 year	2 Months
Priyanka Mandal	Guest Lecturer	M.A, B.Ed.	(NET Qualified)1 year	1 year



**2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.**

Students are admitted on merit basis through online registration only. Students generally come from low and middle income group and basically from farmer’s family. Majority of the students come from rural areas and they have proficiency in their mother-tongue. They are not fluent in English. A few numbers of students have fluency in English. Students can offer English both at Honours and pass courses.

**Entry level:** Entry level cut off marks is 45% for general students and 40% for SC and ST students for seeking admission.

**Socioeconomic Status:** Most of the students are from rural and semi- urban areas. Their economic status is very poor. Few students come from business families of Bankura, Bishnupur, Khatra, Durgapur etc. Schedule caste and Schedule tribe and OBC/ MOBC students are also enrolled in the college according to Government rules.

**Language Proficiency:** Students are well acquainted with Bangla, Hindi, and Santhali. They also have knowledge in English.

**Entry level students’ profile, session: 2011 – 12**

Category	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			3 <sup>rd</sup> Year		
	M	F	T	M	F	T	M	F	T
SC	0	10	0	0	09	0	0	10	0
ST	0	03	0	0	03	0	0	03	0
OBC	0	07	0	0	0	0	0	04	0

Gen	0	29	0	0	31	0	0	25	0
Others	0	0	0	0	0	0	0	01	0
Total	0	49	0	0	43	0	0	43	0

**3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.**

The college is a semi-urban college affiliated to the University of Burdwan. The College has no role to play in such changes.

**4. Trends in success and dropout rates of students during the past two years.**

Academic Year	Students Appeared			Students Passed			Class			Student Rate in %	University Rank
	M	F	T	M	F	T	I	II	Pass		
2010-11	0	31	31	0	25	25	06	19	--	85.16%	
2011-12	0	31	31	0	25	25	03	22		78%	

**5. Learning resources of the department – library, computers, laboratories and other resources:**

The college library has a big collection of books. Computers are in use by Teachers and Students. Lab. based subjects like Mathematics, Geography, Physics and Chemistry can boast of well-equipped laboratories.

## 6. Modern teaching methods practiced and use of ICT in teaching – learning.

The Department normally follows lecture method. Computers and LCD Projectors are often used for purposeful teaching. Tutorial classes and class tests are also arranged by the faculties. Faculties of the department are friendly and respectful also.

## 7. Participation of teachers in academic and personal counseling of students.

Teachers of this department encourage the students, and give personal guidance to them. Teachers regularly take remedial classes for students belonging to SC, ST, and OBC/MOBC. Students' up gradation is a regular feature of the department.

## 8. Details of faculty development and teachers who have been benefited during the past two years.

The teachers of the department of English have improved their skills by participating in various refreshers/ orientation courses and seminars / workshop. They regularly act as paper-setters, examiners in Honours and Pass subjects and are actively engaged in Research work.

Name of teacher	Orientation/ Refresher courses	Seminars / Workshops	Conferences
Dr. Arup Kumar Ghosh		A seminar on Manuscripts Preservation 2009 Coordinator Co-sponsor Victoria Memorial Hall, Kolkata A workshop on Paintings preservation 2011 Coordinator Co-sponsor Victoria Memorial Hall, Kolkata	

**9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research.**

Sl. No.	Faculty	Articles	Books	Major Projects	Minor Projects
1.	Dr. Arup Kumar Ghosh	10	02	Nil	Nil
2.	Usha Betal	01	01	Nil	Nil
3.	Priyanka Mondal	01	01	Nil	Nil

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.**

Victoria Memorial Hall, Kolkata. The stake holders have enriched themselves greatly.

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years.**

➤ Five

**12. Placement record of the past students and the contribution of the department to aid students placements.**

So many students of this department are in service. A few are given below:

Sl. No.	Name	Year of Pass out	Organization
1.	Bula Betal	2005	Birra RNC High School
2.	Poulami Gorai	2005	Dubra Girls' High School
3.	Rita Mondal	2005	Rajagram Girls' High School
4.	Soma Chatterjee	2005	Khamarberia Junior High School
5.	Rita Mondal	2006	Balika Vidyalaya, Manikpara

**13. Plan of action of the department for the next five years.**

- i. We like to organize seminars in English.
- ii. We like to set up an English language laboratory.
- iii. We like to publish a departmental journal with ISBN Number.
- iv. We like to introduce M.A. in English.
- v. We like to supervise M.Phil., Ph.D. students.

### **3. Evaluative Report of the Department Geography:**

#### **1. Faculty profile – adequacy and competency**

<b>Name of the teacher</b>	<b>Designation</b>	<b>Qualification</b>	<b>Research Experience</b>	<b>Teaching Experience</b>
Prof. Maitrika Barua	Associate Professor	M.A, B.Ed.	Minor Research Project	28 Years
Smt. Sanchita Banerjee	Part-time Teacher	M.A	--	5 Years
Smt. Amrita Dey	Part-time Teacher	M.A, B.Ed.	--	4 Years
Sri Rakesh Banerjee	Guest Teacher	M.A, B.Ed. (Net Qualified)	--	2 Months
Smt. Payel Kundu	Guest Teacher	M.A, B.Ed. (Net Qualified)	--	Joined on 09.11.2013
Smt. Chaitali Mukherjee	Guest Teacher	M.A, B.Ed.	--	Joined on 11.11.2013

#### **2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.**

**Entry level:**

- i. Students are admitted on merit basis
- ii. At least 60% Marks required for admission
- iii. 23 Seats are allotted for General Students, 7 Seats for SC Students, 2 Seats for ST students and 1 for PH student

In the current session Honours students are admitted through on line process by the University website.

**Socioeconomic Status:** Most of the students come from small town and rural background.

**Language Proficiency:** Most of the students are proficient in Bengali though they have workable knowledge of English and Hindi.

**Entry level student's profile, session: 2012-2013**

Category	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	Total (Honours)	Total (General)	Total (Honours)	Total (General)	Total (Honours)	Total (General)
SC	06	07	07	03	03	04
ST	02	10	02	05	02	03
OBC	02	10	04	01	0	02
Gen	22	27	13	11	11	17
Others	0	0	0	0	0	0
Total	32	54	26	20	16	26

**3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.**

U.G. Board of studies in Geography (Burdwan University) had revised the syllabus of B.A. /B.Sc. 3years (General & Honours) degree course in Geography, 2010 w.e.f. the academic session 2011-2012

The faculty of member of the department follows the syllabus and guides the students in the right direction.

**4. Trends in success and dropout rates of students during the past two years:**

Academic Year	Students Appeared	Students Passed	Class			Student Rate in %
	Total	T	I	II	Pass	
2011-2012	20	18	2	16	18	90 %
2012-2013	14	09	1	8	9	64.29%

**5. Learning resources of the department – library, computers, laboratories and other resources:**

The department does not have any formal library but it has limited collection books (Mainly specimen copies). Students and Teachers consult the books regularly. The department has a well-equipped laboratory and store house of Topographical at last charges and models. The department provides all drawing equipment including Rotring pens of different sizes to the students for the completion laboratory note books.

**6. Modern teaching methods practiced and use of ICT in teaching – learning.**

The faculty members of the department give more stress on new methods of teaching.



The department has not sufficient facilities of information and communication technology based Teaching such as video tapes teaching learning and learning by exploring the internet. Recently the department received ten computers and one laptop.

**7. Participation of teachers in academic and personal counseling of students:**

All the faculty members always guide and encourage for their future prospect following at the ways of healthy interaction between teachers and students-

- i) Academic interaction within and outside the class room
- ii) Preparation of home assignment
- iii) On Teachers day
- iv) On field survey/excursion
- v) Before and after examination (Class test, Test, University exam

**8. Details of faculty development and teachers who have been benefited during the past two years:**

Name of teacher	Orientation/ Refresher courses	Seminars/Workshops	Conferences
Prof. Maitrika Barua	-	2	-
Smt. Sanchita Banerjee	-	2	-
Smt. Amrita Dey	-	2	-
Sri Rakesh Banerjee	-	2	-

**9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research:**

Sl. No.	Faculty	Articles	Books	Major Projects	Research work
1.	Prof. M. Barua				Till continued

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years:**

Prof. M. Barua (Associate professor) has taken classes in the P.G. Study centre (distance education) of Rabindra Bharati University in this college premises. Smt. Sanchita Banerjee, Part-time Teacher has taken classes at Geography department of Bankura Sammilani College.

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years:**

➤ Nil

**12. Placement record of the past students and the contribution of the department to aid student's placements:**

Sl. No.	Name	Designation	Organization
1.	Dr. Padmini Pani	Assistant Professor	J.N.U., New Delhi
2	Dr. Nilanjana Das	Assistant Professor	Vidyasagar University, Medinipur, W.B.

3	Dr. Manishri Mandal	Assistant Professor	Medinipur, College
4	Dr. Malabika Singha	Assistant Professor	ChhatraRamaipanditMahavidyalaya, Bankura
5	Smt. Sanchta Banerjee	Part-time Teacher	B.Z.S.M. Mahavidyapith
6	Smt. Amrita Dey	Part-time Teacher	B.Z.S.M. Mahavidyapith
7	Smt. Manisha Pal	Guest Teacher	Jamini Roy Mahavidyalay, Beliatore, Bankura
8	Smt. Kaberi Kundu	Assistant Teacher	SibdasBalikaVidiyalaya, Bishnupur, Bankura
9	Smt. Nibedita Chakraborty	Assistant Teacher	Bankura Girls High School
	Smt. Suvra Dey	Assistant Teacher	Bankura Girls High School
10	Smt. Minatni Das	Research Assistant	NATMO, Govt. of India
12	Smt. Kakali Kar	Office Assistant	Department of Agriculture, Bankura, W.B.
13	Smt. Sarmila Nandi	Bank Employee	H.D.F.C. Bank, Hydrabad
14	Smt. Ruma Mandal	Assistant Teacher	Bankura Town High School, Bankura
15	Smt. Priya Chakraborty	Assistant Teacher	Bankura Municipality Girls High School, Bankura

**13. Plan of action of the department for the next five years:**

2. Installing an interactive smart class room
3. Introduce sufficient facilities of ICT
4. Digital Departmental Library
5. Digital and Analogue data bank of on Govt. published reports and statistical hand book
6. Digital and Analogue data bank of satellite imagery
7. Organizing of Nation state level seminar on Recent Geographical issues.
8. Departmental student's magazine.

#### **4. Evaluative Report of the Department History:**

##### **1. Faculty profile – adequacy and competency**

<b>Name of the teacher</b>	<b>Designation</b>	<b>Qualification</b>	<b>Research Experience</b>	<b>Teaching Experience</b>
Prof. Bimal Chandra Betal	Associate Professor	M. A., M.Phil., B.Ed.	M Phil	27 Years
Prof. Uday Sankar Sarkar	Asst. Professor	M. A., M.Phil.	M.Phil.	5 Years
Prof. Anabik Biswas	Asst. Professor	M. A., M.Phil., B. Ed., Ph.D. scholar	M.Phil., Ph.D. scholar	4 Years
Mr. Asoke Hazra	Part-time Teacher (Permanent)	M. A.,	Nil	6 Years
Mousumi Banerjee	Part-time Teacher (Permanent)	M. A.,	Nil	4 Years

##### **2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.**

Students in the Honours courses are usually admitted strictly on the basis of merit, and in the General courses as per first come basis till the seats are available. For the current session

Honours students have been admitted through on-line process by the university website according to the University rules.

**Entry level:**

(i) Entry level cut-off marks is 45% for seeking admission to Honours courses, and 30% for General courses.

(ii) Entry level minimum marks obtained by the students (Hons): 59.41% (unreserved category)

: 41.2% (SC category)

: 44% (ST category)

(iii) Entry level maximum marks obtained by the students (Hons): 71.6% (unreserved category)

: 65.6% (SC category)

: 47% (ST category)

**Socioeconomic Status:** Most of the students enrolled are from rural and semi-urban areas that include ST & SC and Minority students. There is no Govt. approved OBC category reservation in higher education of our state.

**Language Proficiency:** Students are conversant in English and Hindi besides their mother tongue Bengali. The tribal students are conversant in the Mundari language.

**Entry level students profile (Hons.), session: 2012 – 13**

Category	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			3 <sup>rd</sup> Year		
	M	F	T	M	F	T	M	F	T
SC	0	17	17	0	08	08	0	07	07

ST	0	03	03	0	03	03	0	02	02
OBC	NA	NA	NA	NA	NA	NA	NA	NA	NA
Gen	0	43	43	0	36	36	0	27	27
Others	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	0	63	63	0	47	47	0	36	36

General Course	291	221	156	Total = 668
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**3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.**

The college is affiliated to the University of Burdwan, Burdwan. Hence it has no role to play in such changes. In 2006-07 the university has modified the syllabus to make it more relevant for the students. Later in 2008 a minor change is done by B.U.

**4. Trends in success and dropout rates of students (Hons.) during the past two years.**

Success rate of History is quite satisfactory, General students 70% and Honours students 80%. Drop-out rate is not very high (15%) in which few students cannot continue because of marriage or other family matters.

Academic Year	Students Appeared			Students Passed			Class			Students' Success Rate in %	University Rank
	M	F	T	M	F	T	I	II	Pass		
2010-11	0	34	34	0	27	27	02	26	02	85%	Nil
2011-12	0	29	29	0	18	18	Nil	18	04	75%	Nil

**5. Learning resources of the department - Books, Journals, Maps, computers, and other resources:**

The department has a limited collection of books (though formally does not have any library), which students and teachers normally consult apart from the rich collection in the central library where there are reference books and text books numbering. Two journals and several maps and laptops are there which are used as teaching aids.

**6. Modern teaching methods practiced and use of ICT in teaching – learning. ?**

Usually lecture method is followed, however LCD projectors and computers are used from time to time for comprehensive and effective teaching, Tutorial classes are arranged and home assignments are also given to students by the faculty. Teachers are available beyond class hours to provide individual counseling to students.

**7. Participation of teachers in academic and personal counseling of students:**

Teachers of the department are always available for academic and personal guidance to the students. They help and encourage them for their future prospect in all ways.



**8. Details of faculty development and teachers who have been benefited during the past two years:**

The department has three full-time permanent teachers appointed by the Govt. One is Associate Prof. and other two are Asst. Professors. They have completed different faculty development programme such as M. Phil., Orientation and Refreshers' courses. Two have registered in Ph.D. programme. Apart from the above three full-time faculty members, there are two permanent part-time teachers in the department who are not offered any such opportunity by the Govt.

Name of teacher	Orientation/Refresher courses	Seminars/Workshops/ invited talks	Conferences
Prof. Bimal Chandra Betal	NA	10	2 (National)
Prof. Uday Sankar Sarkar	Orientation-1	07	Nil
Dr. Anabik Biswas	Orientation-1	06	Nil
Mr. Asoke Hazra	NA	04	Nil
Mrs. Mousumi Banerjee	NA	06	Nil

**9. Participation / contribution of teachers to the academic activities including teaching, consultancy and research (last five years):**

Sl. No.	Name of the Faculty	Articles	Books	Major Projects	Minor Projects
1.	Prof. Bimal Chandra Betal	04	Nil	Nil	Nil
2.	Prof. Uday Sankar Sarkar	Nil	Nil	Nil	Nil

3.	Dr. Anabik Biswas	Nil	Nil	Nil	Nil
4.	Mr. Asoke Hazra	Nil	Nil	Nil	Nil
5.	Mrs. Mousumi Banerjee	Nil	Nil	Nil	Nil

**10. Collaboration with other departments/institutions, at the State, National and International levels, and their outcome during the past two years:**

(A) This department of History organized the National seminar in 2011 in collaboration with the local NGO named 'Bankura institute' with the topic- **"The Growth and Development of Indian Nationalism and National Integrity and its Present Challenges"**.

(B) i. Prof. Bimal Chandra Betal has collaborated with other departments on various occasions in the past two years; e.g., he has taken classes in the dept. of Political Science and Economics of this college and in the dept. of History of Rabindra Bharati University P.G. Study Centre (Distance Education) in our college premise and in the remedial coaching centre for the UG students.

ii. Prof. Anabik Biswas has taken classes in the Department of History at Bankura Christian College and in Rabindra Bharati University PG Study Centre (Distance Mode) in the college premise. He also takes classes in the remedial coaching centre for UG students.

iii. Prof. Uday Sankar Sarkar has taken classes in Rabindra Bharati University PG Study Centre (Distance Mode) in the college premise and in the remedial coaching centre for UG students in the college.

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years:**

➤ Nil

**12. Placement record of the past students and the contribution of the department to aid students placements:**

- So many ex-students of this department have established themselves in different services like Asst. Teacher, Govt. Employee etc. The names of few such ex-students, whose address is available, are given below:

Sl. No.	Name	Year of Pass out	Organization
1.	Debasree Ghosh	2007	Khatra Girls' High School
2.	Ahalla Hansda	2007	Ranibandh High School
3.	Soma Chatterjee	2007	Durgapur, D.S.P.
4.	Uma Dey	2007	Bankura Block-1
5.	Jibannesha Khatun	2007	Durgapur, D.S.P.
6.	Mamoni Rajak	2007	Bankura Block-1
7.	Bani Dutta	2008	I.C.D.S. Worker, Bankura
8.	Chumki Pal	2008	A.S.I. (Police), Bankura
9.	Moumita Mahato	2009	Manbhum Vidyapith, Purulia
10.	Knika Neogi	2010	Asst. Teacher
11.	Mamata Pal	2009	Asst. Teacher
12.	Nandita Dasgupta	2012	Asst. Teacher

### **13. Plan of action of the department for the next five years:**

- i. We shall try to enrich the History Department with more books, journals, computer, maps and other modern teaching aids.
- ii. To set up a Departmental Library with a departmental museum
- iii. To encourage the Part Time Teachers to take up research projects and enroll for Ph.D. programmes.
- iv. We shall take initiative to publish a departmental journal.
- v. To organize more departmental tours to Historical places
- vi. To organize seminars, lectures more frequently for dissemination of Knowledge.
- vii. To improve the standard of teaching with the help of more audio-visual aids.
- viii. To encourage the faculty member to run collaborative projects.
- ix. To help passed out students in finding suitable jobs etc.

#### **4. Evaluative Report of the Department of Sanskrit:**

##### **1. Faculty profile – adequacy and competency**

The faculty as a separate discipline was introduced from 1973. The department started with one full-time teacher. Later on one full-time teacher joined the faculty. Among them one teacher has already retired. Presently, there is one full time teacher, two part-time teachers and two guest teachers. The department functions in a peaceful academic condition. The teachers sincerely perform their duties.

<b>Name of the teacher</b>	<b>Designation</b>	<b>Qualification</b>	<b>Research Experience</b>	<b>Teaching Experience</b>
Debabrata Mukherjee	Associate Professor	M.A, B.Ed.	Nil	22 Years
Tanmoy Roy	Part Time Teacher	M.A.	Nil	6 Years
Falguni Mukherjee	Part Time Teacher	M.A., M.Phil.	2 Years	3 Years
Trisha Chatterjee	Guest Teacher	M.A, B.Ed.	Nil	1 Year
BiswajitSen	Guest Teacher	M.A, B.Ed.	Nil	1 year

##### **2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.**

Students are admitted on merit basis through online registration only. Students generally come from low and middle income group and basically from farmer's family. Majority of the students come from rural areas and they have proficiency in their mother-tongue. They are

not fluent in English. A few numbers of students have fluency in English. Students can be offered Sanskrit both at Honours and pass courses.

**Entry level:** Entry level cut off marks is 45% for general students and 40% for SC and ST students for seeking admission.

**Socioeconomic Status:** Most of the students are from rural and semi- urban areas. Their economic status is very poor. Few students come from business families of Bankura, Bishnupur, Khatra, Durgapur etc. General, Schedule caste, Schedule tribe, O.B.C. and P.H. students are also enrolled in the college according to Government rules.

**Language Proficiency:** Students are well acquainted with their Mother Tongue. Many students are proficient in English and Hindi languages. S.T. Students know the Santhali language also.

**Entry level Hons. students' profile, session: 2011 – 12**

Category	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			3 <sup>rd</sup> Year		
	M	F	T	M	F	T	M	F	T
SC	0	09	09	0	07	07	0	09	09
ST	0	02	02	0	01	01	0	03	03
OBC	0	05	05	0	0	0	0	06	06
Gen	0	21	21	0	22	22	0	18	18
Others	0	0	0	0	0	0	0	0	0
Total	0	37	37	0	30	30	0	36	36

**3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.**

The college is a semi-urban college affiliated to the University of Burdwan. It has role to play in some changes in the session 2010-2011. The syllabus has been modified by the University of Burdwan to make it more relevant.

**4. Trends in success and dropout rates of students during the past two years.**

Academic Year	Students Appeared			Students Passed			Class			Student Rate in %	University Rank
	M	F	T	M	F	T	I	II	Pass		
2010-11	0	30	30	0	29	29	0	29	--	97%	
2011-12	0	30	30	0	27	27	08	19	--	90%	

**5. Learning resources of the department – library, computers, laboratories and other resources:**

The college library has a big collection of books. Computers are in use by Teachers and Students. Lab. based subjects like Mathematics, Geography, Physics and Chemistry can boast of well-equipped laboratories.

**6. Modern teaching methods practiced and use of ICT in teaching – learning.**

The Department normally follows lecture method. Computers and LCD Projectors are often used for purposeful teaching. Tutorial classes, departmental quiz, group discussions, class tests are also arranged by the faculties. Faculties of the department are friendly and respectful also, time to time supplied writing materials for their up gradation.

### **7. Participation of teachers in academic and personal counseling of students.**

Teachers of this department encourage the students, and give personal guidance to them. Teachers regularly take remedial classes for students belonging to SC, ST, and OBC. Students up gradation are a regular feature of the department.

### **8. Details of faculty development and teachers who have been benefited during the past two years.**

The teachers of the department of Sanskrit have improved their skill by participating in various courses seminars, workshop etc. Falguni Mukherjee, part-time teacher has been engaged in Ph.D. programme from 2011 under Rastriya Sanskrit University, Tirupati, Chennai. Professor Debabrata Mukherjee has been acting as a subject expert by the recommendation of B.U. for selection of part-time and guest teachers of different colleges under B.U. He also has performed his duties as a Chairman of B.A. Part-I (Honours) Examination, paper setter, moderator, member of Board of Studies etc. Needless to say he has taken Charge of the college in absence of the Principal if and when required.

### **9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research.**

Sl. No.	Faculty	Articles	Books	Major Projects	Minor Projects
1.	Debabrata Mukherjee	02	Nil	Nil	Nil
2.	Falguni Mukherjee	05	Nil	Nil	Nil

### **10. Collaboration with other departments / institutions, at the State, National and International levels, and their outcome during the past five years:**

- Organized one UGC sponsored National Seminar during the year 2008
- Topic- Origin and development of Indian languages- a comparative study



**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years.**

➤ Nil

**12. Placement record of the past students and the contribution of the department to aid students placements.**

Sl. No.	Name	Year of Pass out	Organization
1.	Amrita Banerjee	2006	Bankura Sammilani College
2.	Anjana Das	2006	Narrah Girls' High School, Bankura
3.	Banani Chakraborty	2006	Chirudhi Vivekananda High School (H.S.), Purulia
4.	Beauty Mukherjee	2006	Adra Rail Girls' High School, Purulia
5.	Chapala Rajak	2006	Bikna VinodSmriti Vidyalaya, Bankura
6.	Nibedita Mukherjee	2007	Mankar College, Burdwan
7.	Poyrani Hembram	2007	Rajagram High School (H.S.), Bankura
8.	Rinku Hembram	2007	Bankura Mission Girls' High School
9.	Manashi Mandal	2009	Manbazar Girls' High School, Purulia

10.	Satarupa Mahata	2010	NET qualified
11.	Priyanka Mondal	2011	Junior Lady Constable, Khatra Police Station, Khatra, Bankura
12.	Arpita Roy	2011	Junior Lady Constable, Bankura Police Station, P.O. & Dist. - Bankura

**13. Plan of action of the department for the next five years.**

- i. The Department needs at least two full-time teachers for betterment of students.
- ii. Continuous comprehensive evaluation process through class tests, quiz, departmental seminar, group discussion, exhibition, inter-departmental classes as per the guide lines of the academic calendar
- iii. Planning for full-fledged departmental library for advance studies
- iv. Enrichment of spoken Sanskrit coaching classes

## 6. Evaluative Report of the Department Philosophy:

### 1. Faculty profile – adequacy and competency

Name of the teacher	Designation	Qualification	Research Experience	Teaching Experience
Dr. Sanu Bhattacharya	Associate Professor	M.A., M.Phil., Ph.D., M.S., B.Ed.	M Phil Ph. D	21+ Years
Subhendu Chattaraj	Part Time Teacher (Govt. approved)	M.A., B.Ed.	Nil	3 Years
Shibram Dey	Guest Teacher	M.A., B. Ed.	Nil	4 Years
Shailajakanta Ghatak	Guest Teacher	M.A., B.Ed.	Selected for Ph.D. at JU	2 Years
SudiptaDubey	Guest Teacher	M.A., B.Ed.	Nil	1 Year
Dr. Siddhartha Gupta	Principal	M.A., Ph. D.	Ph. D.	30 Years

### 2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.

Students in the Honours courses are usually admitted strictly on the basis of merit, and in the General courses as per first come basis till the seats are available. For the current session Honours students have been admitted through the university website. Philosophy is preferred by the students as they consider it to be a scoring subject.

**Entry level:**

(i) Entry level cut-off marks is 45% for seeking admission to Honours courses, and 30% for General courses.

(ii) Entry level minimum marks obtained by the students (Hons): 59.41% (unreserved category)

: 41.2% (SC category)

: 44% (ST category)

(iii) Entry level maximum marks obtained by the students (Hons): 71.6% (unreserved category)

: 65.6% (SC category)

: 47% (ST category)

**Socioeconomic Status:** Most of the students enrolled are from rural and semi-urban areas that include ST & SC students. There is no Govt. approved OBC category in our state.

**Language Proficiency:** Students are conversant in English and Hindi besides their mother tongue Bengali. The tribal students are conversant in the Santhali language.

**Entry level students profile (Hons.), session: 2012 – 13**

Category	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			3 <sup>rd</sup> Year		
	M	F	T	M	F	T	M	F	T
SC	0	3	3	0	2	2	0	2	2
ST	0	3	3	0	1	1	0	2	2
OBC	NA	NA	NA	NA	NA	NA	NA	NA	NA

Gen	0	15	15	0	19	19	0	2	2
Others	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	0	21		0	22		0	6	

General Course	291	221	156	Total = 668
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**3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.**

The college is affiliated to the University of Burdwan. Burdwan. Hence it has no role to play in such changes. However, in 2006-07 the university had modified the syllabus to make it more relevant for the students.

**4. Trends in success and dropout rates of students (Hons.) during the past two years.**

Success rate of Philosophy is quite satisfactory, General students 70% and Honours students 80%. Drop-out rate is not very high (10%). However, few students cannot continue because of marriage or other family matters.

Academic Year	Students Appeared			Students Passed			Class			Student Rate in %	University Rank
	M	F	T	M	F	T	I	II	Pass		
2011-12	0	10	10	0	6	6	Nil	6	0	60%	Nil
2012-13	0	4	4	0	4	4	Nil	4	0	100%	Nil

**5. Learning resources of the department – library, computers, laboratories and other resources:**

The department has a limited collection of books (though formally does not have any library), which students and teachers normally consult apart from the rich collection in the central library.

**6. Modern teaching methods practiced and use of ICT in teaching – learning. ?**

LCD projectors and computers are used from time to time for comprehensive and effective teaching, but usually lecture method is followed. Tutorial classes are arranged and home assignments are also given to students by the faculty. Teachers are available beyond class hours to provide individual counseling to students.

**7. Participation of teachers in academic and personal counseling of students:**

Teachers of the department are always available for academic and personal guidance to the students. They help and encourage them for their future prospect in all ways.

**8. Details of faculty development and teachers who have been benefited during the past two years:**

The department has only one Full Time Teacher appointed by the govt., which is senior in position and has already completed most of the faculty development programmes. Rest of the teachers is either Part Time or Guest Teachers, who are not offered any such opportunity by the govt.

Name of teacher	Orientation/Refresher courses	Seminars/Workshops/ invited talks	Conferences
Dr. Sanu Bhattacharya	NA	2 workshops, 5 seminars, 4 state level, 3 international level talks	1 (international)
Subhendu Chattaraj	NA	7	----
Sailajakanta Ghatak	NA	4	----
Sibram Dey	NA	7	----
Sudipta Dubey	NA	0	----

**9. Participation/contribution of teachers to the academic activities including teaching, consultancy and research (last five years):**

Sl. No.	Name of the Faculty	Articles	Books	Major Projects	Minor Projects
1.	Dr. Sanu Bhattacharya	8	Nil	Nil	Nil
2.	Subhendu Chattaraj	Nil	Nil	Nil	Nil
3.	Sailajakanta Ghatak	Nil	Nil	Nil	Nil
4.	Sibram Dey	Nil	Nil	Nil	Nil
5.	SudiptaDubey	Nil	Nil	Nil	Nil

**10. Collaboration with other departments/institutions, at the State, National and International levels, and their outcome during the past two years:**

Dr. Sanu Bhattacharya has collaborated with other departments/ institutions on various occasions in the past two years; e.g., she has taken class in the dept. of Sanskrit of this college, in the dept. of Philosophy of the neighboring Bankura Christian College, as a Fulbright Visiting Lecturer Fellow was attached to the dept. of Religious Studies of Elizabethtown College, Pennsylvania (USA), where she taught South Asian Dharma Traditions and Indian Philosophy, was invited by the dept. of Religious Studies, Florida International University, Miami, Florida (USA) to teach a few classes on Indian Dharma Traditions, gave invited lecture at the dept. of Women's Studies of Elizabethtown College on Contemporary Women Religious Leaders of India, etc.

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years:**

Nil

**12. Placement record of the past students and the contribution of the department to aid students placements.**

Sl. No.	Name	Year of Pass out	Organization
1.	Anupriya Mandal	2002	IBM, Project Manager, Kolkata
2.	Mita Roy	2003	School Teacher
3.	Golapi Mondal	2003	Primary School Teacher
4.	Malabika Karmakar	2004	Part Time Lecturer
5.	Sonali Ghosh	2004	School Teacher
6.	Anupama Patra	2004	Part Time Lecturer
7.	Arpita Chand	2006	Marketing Manager, ICICI Bank, Ahmedabad.



8.	Jhuma Misra	2006	Data Entry Operator, Kolkata
9.	Rumpa Mondal	2006	School Teacher
10.	Sanchita Chatterjee	2008	BDO employee
11.	Monisha Mandal	2009	Para Teacher in HS school
12.	Saswati Chanda	2009	Para Teacher in HS school
13.	Sujata Garai	2009	Para Teacher in HS school
14.	Chaina Lohar	2009	Health Centre employee
15.	Manorama Karmakar	2010	School Teacher
16.	Piyali Hembram	2011	Health Centre employee
17.	Mita Layek	2012	ICDS employee

**13. Plan of action of the department for the next five years:**

- i) We shall try to make the subject more popular among the students and encourage them to opt for PG studies.
- j) We shall try to create more teaching posts in this department.
- k) We shall try to acquire more funds to buy more reference books, journals and text books for the students.
- l) We shall try to set up a departmental library.
- m) We shall try to subscribe for a few online journals.
- n) We shall encourage the Part Time Teachers and the Guest Teachers to take up research projects and enroll for Ph. D. programmes.
- o) Guest Teacher Sailajakanta Ghatak has been selected for the Ph.D. programme at Jadavpur University, Kolkata, and aspires to complete within the next five years.
- p) We shall take initiative to publish a departmental journal if fund is provided.
- q) We aspire to subscribe for online library for the students.

## Evaluative Report of the Department Political Science:

### 1. Faculty profile – adequacy and competency

<b>Name of the teacher</b>	<b>Designation</b>	<b>Qualification</b>	<b>Research Experience</b>	<b>Teaching Experience</b>
Santi Ram Mondal	Associate Professor-I Associate	M.A, B.Ed.	Nil	17 Years
Munnalal Tikait	Part-Time Teacher	M.A., M.Phil.	-do-	4 Years
Amit Kumar Pal	Guest Teacher	M.A., B.Ed.	Nil	2 Years
Siddheswar Karmakar		M.A., B.Ed.	Nil	1 Year
Prasanta Mukherjee	Guest Teacher	M.A.	Nil	35
Dr. Sujit Kumar Chatterjee	Visiting Prof.	M.A. Ph.D.	Yes	35

### 2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.

Students are admitted strictly on merit basis only. Majority of students belong to rural background and are from the low income group. Students are most proficient in the regional language and are not desirably proficient in English.

**Entry level:** (i) Entry level cut-off marks is 45% for seeking admission form 2013-14

(i) Entry level minimum marks obtained by the students: 45%

(iii) Entry level maximum marks obtained by the students 70%

Admission towards Honours courses has been organized by the University itself.

However, admission of pass courses had done by college according to merit list.

**Socioeconomic Status:** Most of the students enrolled are from rural, urban and semi-urban areas that include ST, SC & OBC students.

**Language Proficiency:** Students are not well-conversant in English besides their mother tongues.

**Entry level student's profile, session: 2011 – 12**

Category	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			3 <sup>rd</sup> Year		
	M	F	T	M	F	T	M	F	T
SC		5	5		5	5			
ST		6	6		0	0		4	4
OBC		1	1						
Gen		10	10		5			16	16
Others									
Total		22	22		10	10		20	20

**Entry level student's profile, session: 2012 – 13**

Category	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			3 <sup>rd</sup> Year		
	M	F	T	M	F	T	M	F	T
SC		1	1		5	5		4	4
ST		9	9		6	6			
OBC		4	4		1	1			
Gen		19	19		10	10		6	6
Others									
Total		33	33		22	22		10	10

**3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.**

Our college is affiliated to the Burdwan University, Burdwan. Where for changes made in the course or program we can only draw the attention to the higher authority of our recommendation / suggestion through the member represented in the board of studies by the decision any taken solely by the University authority.

**4. Trends in success and dropout rates of students during the past two years.**

Academic Year	Students Appeared			Students Passed			Class			Student Rate in %	University Rank
	M	F	T	M	F	T	I	II	Pass		
2011-12		12	12		12	12	1	11	12	91.67%	
2012-13		8	8		5	5		5	5	62%	

**5. Learning resources of the department – library, computers, laboratories and other resources:**

The department has a limited collection of books which students and teachers normally consult apart from the rich collection in the central library.

**6. Modern teaching methods practiced and use of ICT in teaching – learning.**

LCD projectors and computers are used from time to time for comprehensive and effective teaching. Normally lecture method is followed. Tutorial classes are arranged and home assignments are given to students by the faculty. Teachers are available beyond class a hours and provided individual counseling to students.

**7. Participation of teachers in academic and personal counseling of students:**

Teachers of the department are always available for personal guidance to the students. The help & encourage them for this future prospect.

**8. Details of faculty development and teachers who have been benefited during the past two years:**

The teachers of the department are keen to improve their skills through participation in various refreshers/ orientation courses. They regularly act as examiners.

Name of teacher	Orientation/ Refresher courses	Seminars/Workshops	Conferences
S.R.M.	Nil	Seminar=5	2
M.L.T.	Nil	4	Nil
A. Pal	Nil	1	Nil
S. Karmakar	Nil	1	Nil
P. Mukherjee	Nil	2	Nil
S.K. Chatterjee	Nil	2	Nil

**9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research:**

Sl. No.	Faculty	Articles	Books	Major Projects	Minor Projects
1.	S. R. Mondal	2	2	Nil	Nil
2.	M.L. Tikait	2	Nil	Nil	Nil
3.	A. K. Pal	1	Nil	Nil	1
4.	Siddheswar Karmakar	Nil	Nil	Nil	Nil
5.	P. Mukherjee	2	Nil	Nil	Nil
6.	S. K. Chatterjee	2	2	Nil	Nil

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years:**

No.

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years:**

No.

**12. Placement record of the past students and the contribution of the department to aid students placements.**

Sl. No.	Name	Year of Pass out	Organization
1.	MithunChakraborty	2000	Asst. teacher
2.	RanuPatra	2005	Asst. teacher
3.	SwapnaMetya	2004	Asst. teacher
4.	Sonali Dey	2005	Asst. teacher
5.	Priya Chatterjee	2011	Asst. teacher
6.	Tinku Dutta	2011	Asst. teacher
7.	Ruma Barui	2003	Asst. teacher

**13. Plan of action of the department for the next five years:**

Plan of action of the department for the next five years

- (i) New subscriptions of periodicals journals, at least one
- (ii) Installation of the departmental Computers
- (iii) Introduction of departmental journals where article will be linked from the students, research scholars, academics, faculty members alike
- (iv) Introduction of project report for the students

## **8. Evaluative Report of the Department Economics:**

### **1. Faculty profile – adequacy and competency**

There are two duly qualified full-time teachers against two sanctioned posts and two duly qualified government-approved part-time teachers in the department. The strength of the teachers is adequate considering class load per teacher (20 classes per week for each full-time teacher and 10 classes per week for each part-time teacher).

The profile of the Faculty members of the Department is shown below.

<b>Name of the teacher</b>	<b>Designation</b>	<b>Qualification</b>	<b>Research Experience</b>	<b>Teaching Experience</b>
Swati Ghosh	Associate Professor	M.A.	NIL	35 years
Nityananda Patra	Associate Professor	M.A., M.Phil.	4 years	18 years
Sandip Kumar De	Part-time teacher	M.Sc.	NIL	3 years
Shubhendu Chel	Part-time teacher	M.Sc.	NIL	3 years

### **2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.**

**Entry level Competencies:** Students are admitted strictly on merit basis only.

- i) Entry level cut-off marks is 45% for seeking admission in UG (Hons.) course in 2012-2013
- ii) Entry level minimum marks obtained by the students are 47.4% in UG (Hons.)course in Economics (2012-2013)
- iii) Entry level maximum marks obtained by the students is 67.8% in UG (Hons.) course in Economics (2012-2013)



**Socioeconomic Status:** Most of the students enrolled are from rural and semi-urban areas and from low and middle income group. Some of them are from SC, ST and OBC.

**Language Proficiency:** Students are well conversant in their mother tongue only. Some students are proficient in English.

**Entry level students' profile, session: 2012-2013**

Category	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	UG(H)	UG(G)	UG(H)	UG(G)	UG(H)	UG(G)
Gen	2	17	3	8	1	
SC		5	2	4		2
ST	1	4		6		4
OBC	2	1	1	1		
Others						
Total	5	27	6	19	1	6

**3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.**

There was no change in the course or programmes during the past two years. As the college is affiliated to the Burdwan University, Burdwan, the course and programmes are prepared by

the university and the faculty has no role to play in such changes. However in 2008-2009, minor changes in the syllabus have been introduced.

**4. Trends in success and dropout rates of students during the past two years:**

Academic Year	Students Appeared		Students Passed		Class / Division					Student Rate in %		University Rank
					UG (H)		UG (G)					
	UG (H)	UG (G)	UG (H)	UG (G)	I	II	I	II	Pass	UG (H)	UG (G)	
2010-11	1	1	1	1	1	Nil	Nil	1	Nil	100%	100%	
2011-12	3	5	2	2	Nil	2	Nil	2	Nil	66.6%	40%	

**5. Learning resources of the department – library, computers, laboratories and other resources:**

There is no library or computer in the department, but there are sufficient books in the college library which the students and teachers normally use. There are also abundant computers available in the computer centre which can easily be accessed by the teachers and students alike.

**6. Modern teaching methods practiced and use of ICT in teaching – learning.**

Full time teachers are allotted Laptop which is used for the presentation of different topics to the students. The teachers use the smart class room also equipped with modern gadgets.

### **7. Participation of teachers in academic and personal counseling of students:**

Teachers maintain close relation with the students outside the class room. The students discuss with the teachers on particular topics of the syllabus, on the books to be studied etc. Teachers also provide free coaching to the weak students beyond class hours. Advanced learners are given special guidance for further academic improvement. Students take advice from the teachers about their future career and personal problems.

### **8. Details of faculty development and teachers who have been benefited during the past two years:**

The teachers of the department have been benefited by attending various Seminars and Workshops during the past two years.

Seminars / Workshops attended by the teachers of the Department (2011-2013) -

- (b) ICPR sponsored Two-day National Seminar on Prama, Pramana and Pramanya in Indian Philosophy on 28<sup>th</sup> & 29<sup>th</sup> September, 2011.
- (c) UGC sponsored Two-day National Seminar on the Growth and Development of Indian Nationalism and National Integrity and Contemporary Challenges on 13<sup>th</sup> & 14<sup>th</sup> September, 2011.
- (d) One Day workshop to Commemorate World Philosophy Day on 10<sup>th</sup> December, 2011
- (e) Two-Day Seminar on Care and Handling of Paintings on 2<sup>nd</sup> and 3<sup>rd</sup> March, 2012 in collaboration with Victoria Memorial Hall, Kolkata.
- (f) UGC sponsored Two-Day National Seminar on 'Relevance of Swami Vivekananda in the Prevalent Global Situation on 28<sup>th</sup> and 29<sup>th</sup> August, 2012.
- (g) UGC sponsored One day Workshop on "Emerging issues of Social Inclusion" on 5<sup>th</sup> January, 2013 by Centre for Social Inclusion.

One of our faculty members Prof. N. Patra has been pursuing his Ph.D. work for which he has been given constant moral support.

**9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research:**

Sl. No.	Faculty	Teaching / Consultancy	Articles	Books	Major Projects	Minor Projects
1.	Swati Ghosh	Nil	Nil	Nil	Nil	Nil
2.	Nityananda Patra	Takes classes in the departments of ENVS, Education, and Geography of RBU PG study centre of our college.	Nil	Nil	Nil	M.R.P on Urbanization process in Bankura
3.	Sandip Kumar De	Remedial coaching of S.C, S.T, O.B.C and minority students of our college.	Nil	Nil	Nil	Nil
4.	Shubhendu Chel	Remedial coaching of S.C, S.T, O.B.C and minority students of our college and inter-departmental classes (Geography Dept.) taken during 2012-2013	Nil	Nil	Nil	Nil

Prof. N. Patra works as coordinator at R.B.U P.G. Study Centre of our college.

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years:**

Nil

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years:**

Nil

**12. Placement record of the past students and the contribution of the department to aid students placements.**

Sl. No.	Name	Year of Pass out	Organization
1	Soma Ghosh	2011-2012	Department of Agriculture, Govt. of W.B, Gangajalghati, Amarkanan, Bankura

Students take advice from the teachers about their future prospects. Teachers also provide necessary books and guidance to the students to aid their placements.

**13. Plan of action of the department for the next five years:**

Plan of action of the Department of Economics for the next five years are outlined below:

- i. New subscriptions of periodicals and journals, at least one periodical/journal every year.
- ii. Installation of Departmental computers.
- iii. Introduction of Departmental journals where articles will be invited from the students, researchers, academicians, faculty members alike.
- iv. Introduction of project report for the students.

## 9. Evaluative Report of the Department Music:

### 1. Faculty profile – adequacy and competency

Name of the teacher	Designation	Qualification	Research Experience	Teaching Experience
Smt. Subarna Mukherjee	Part-time Teacher	M. MUS.	NIL	5 Years

### 2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.

Students are admitted strictly on merit basis only. Majority of students belong to rural background and are from the low income group. Students are most proficient in regional language and are desirably proficient in English.

**Entry level:** i) Entry level cut off marks is pass marks, i.e. 30% in the subject for seeking admission in General Courses.

ii) Entry level minimum marks obtained by the students: 30%

iii) Entry level maximum marks obtained by the students – No limit

**Socioeconomic Status:** Most of the students enrolled are from rural, semi- urban and urban areas that include ST, SC & OBC students.

**Language Proficiency:** Students are well acquainted with Bangla, Hindi, Santhali. They also have knowledge in English.

### Entry level students' profile, session: 2012 – 13

Category	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	M	F	M	F	M	F
SC	N.A	01	N.A	01	N.A	Nil
ST	N.A	02	N.A	Nil	N.A	Nil
OBC	N.A	03	N.A	05	N.A	01
Gen	N.A	24	N.A	17	N.A	11
Others	N.A	Nil	N.A	Nil	N.A	Nil
Total	N.A	30	N.A	23	N.A	12

### 3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.

The college is affiliated to the University of Burdwan, Burdwan. The College has no role to play in such changes. Changes in syllabus are done by University only.

### 4. Trends in success and dropout rates of students during the past two years.

Academic Year	Students Appeared		Students Passed		Class			Student Rate in %	University Rank
	M	F	M	F	I	II	III		
2011-12	N.A	11	N.A	10	--	--	--	90%	Nil
2012-13	N.A		N.A		--	--		90%	Nil

**5. Learning resources of the department – Several Musical instruments, sound systems, Computers, Laptop, Education CD/DVDs, Software and other resources.**

The department has a collection of books in Central Library which students and teacher normally consult apart from the rich collection in the central library.

**6. Modern teaching methods practiced and use of ICT in teaching – learning.**

LCD projectors and computers, Laptop computer, several educational CD/DVDs, software named ‘Geetabitan Achieve’ are used from time to time for comprehensive and effective teaching. Normally lecture method is followed. Tutorial classes are arranged and home assignments are given to students by the faculty. Teachers are available beyond class hours and provide individual counseling to students.

**7. Participation of teachers in academic and personal counseling of students.**

The teachers of the department are always available for personal guidance to the students and to help and encourage them for this future prospect.

**8. Details of faculty development and teachers who have been benefited during the past two years.**

Name of teacher	Orientation/ Refresher courses	Seminars/Workshops	Conferences
Smt. Subarna Mukherjee	NIL	NIL	NIL



**9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research.**

Sl. No.	Faculty	Articles	Books	Major Projects	Minor Projects
1.	Smt. Subarna Mukherjee	Nil	Nil	Nil	Nil

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years. -NIL**

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years. - NIL**

**12. Placement record of the past students and the contribution of the department to aid students placements.**

The department is very new having no placement record.

**13. Plan of action of the department for the next five years.**

Music Honours course is to be initiated shortly. Workshop in collaboration with Bengali Department is going to be held shortly. New full furnished Music Room is going to be arranged soon.

## 10. Evaluative Report of the Department Education:

### 1. Faculty profile – adequacy and competency

Name of the teacher	Designation	Qualification	Research Experience	Teaching Experience
Aloke Bagchi	Guest teacher	M.A., B.Ed.	NIL	03 Years

### 2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.

Students are admitted strictly on merit basis only. Majority of students belong to rural background and are from the low income group. Students are most proficient in regional language and are desirably proficient in English.

**Entry level:** i) Entry level cut off marks is pass marks, i.e. 30% in the subject for seeking admission in General Courses.

ii) Entry level minimum marks obtained by the students: 30%

iii) Entry level maximum marks obtained by the students – No limit

**Socioeconomic Status:** Most of the students enrolled are from rural, semi-urban and urban areas that include ST, SC & OBC students.

**Language Proficiency:** Students are well acquainted with Bangla, Hindi, and Santhali. They also have knowledge in English.

**Entry level students' profile, session: 2012 – 13**

Category	1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year	
	M	F	M	F	M	F
SC	N.A	33	N.A	15	N.A	08
ST	N.A	13	N.A	10	N.A	02
OBC	N.A	26	N.A	07	N.A	Nil
Gen	N.A	113	N.A	30	N.A	31
Others	N.A	Nil	N.A	Nil	N.A	Nil
Total	N.A	185	N.A	62	N.A	41

**3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.**

The college is affiliated to the University of Burdwan, Burdwan. The College has no role to play in such changes. Changes in syllabus are done by University only.

#### 4. Trends in success and dropout rates of students during the past two years.

Academic Year	Students Appeared		Students Passed		Class			Student Rate in %	University Rank
	M	F	M	F	I	II	III		
2011-12	N.A	28	N.A	28	--	--	--	100%	<b>Nil</b>
2012-13	N.A	26	N.A	26	--	--		100%	<b>Nil</b>

#### 5. Learning resources of the department –

The department has a collection of books in Central Library which students and teacher normally consult apart from the rich collection in the central library.

#### 6. Modern teaching methods practiced and use of ICT in teaching – learning.

LCD projectors and computers, Laptop computer, several educational CD/DVDs, software named 'Geetabitan Achieve' are used from time to time for comprehensive and effective teaching. Normally lecture method is followed. Tutorial classes are arranged and home assignments are given to students by the faculty. Teachers are available beyond class hours and provide individual counseling to students.

#### 7. Participation of teachers in academic and personal counseling of students.

The teachers of the department are always available for personal guidance to the students and to help and encourage them for this future prospect.

#### 8. Details of faculty development and teachers who have been benefited during the past two years.

Name of teacher	Orientation/ Refresher courses	Seminars/Workshops	Conferences
Aloke Bagchi	NIL	02	NIL

**9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research.**

Sl. No.	Faculty	Articles	Books	Major Projects	Minor Projects
1.	Aloke Bagchi	Nil	Nil	Nil	Nil

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.**

➤ Nil

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years. - NIL**

**12. Placement record of the past students and the contribution of the department to aid students placements.**

The department is very new having no placement record. But so many students of this department continue their studies in higher education such as M.A. in Education etc. Name of some such students are given below-

Sl. No.	Name	Year of Admission for M.A. Course	Organization
1.	Banalata Nandi	M.A. Part-II	R.B.U.
2.	Prajapati Sahana	M.A. Part-II	R.B.U.
3.	Tanushree Das	M.A. Part-II	R. B.U.
4.	Nilanjana Chakraborty	M.A. Part-I	R.B.U.

**13. Plan of action of the department for the next five years.**

Education (H) course is to be initiated shortly. New full furnished Education Room is going to be arranged soon.

## 11. Evaluative Report of the Department Mathematics:

### 1. Faculty profile – adequacy and competency

Name of the teacher	Designation	Qualification	Research Experience	Teaching Experience
Mrs. Shrabani Dey	Part time Lecturer	M.Sc.	Nil	3 Years
Mr. Avijit Das	Guest Lecturer	M.Sc.	-do-	1 Year
Mr. Dhanajoy Patra	Guest Lecturer	M.Sc.	-do-	1 Year
Mr. Bidyut Kr. Mandal	Guest Lecturer	M.Sc.	-do-	Newly appointed
Ms. Lipi Baskey	Guest Lecturer	M.Sc.	-do-	Newly appointed

### 2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.

This is the only women's college in our district. Here students are admitted strictly on merit basis only. Majority of students belong to rural background and are from the low income group. Students are most proficient in the regional language and are desirably proficient in English.

- Entry level:**
- (i) Minimum 45% aggregate, fixed by the University
  - (ii) Entry level minimum marks obtained by the students: 45%
  - (iii) Entry level maximum marks obtained by the students: 90%.

**Socioeconomic Status:** Most of the students enrolled are from rural and semi-urban areas that include SC, ST students.

**Language Proficiency:** Students are well-conversant in English besides their mother tongues.

**Entry level students' profile:**

Category	Session: 2010-11			Session: 2011-2012		
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Students	F	F	F	F	F	F
SC	0	0	0	3	1	1
ST	1	1	0	0	0	0
OBC	0	0	0	5	5	5
Gen	22	18	19	18	17	16
Others	0	0	0	0	0	0
Total	23	19	19	26	23	22

**3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.**

The college is affiliated to the Burdwan University, Burdwan. Hence it has no role to play in such changes. We put our suggestions regarding up gradation and revision in the syllabi through the members of boards of studies.



**4. Trends in success and dropout rates of students during the past two years.**

Academic Year	Students Appeared	Students Passed	Class			Student rate in %	University Rank
			I	II	Pass		
2011-12	9	6	0	6	6		
2012-13	20	9	3	6	9		

**5. Learning resources of the department – library, computers, laboratories and other resources.**

The college library has a number of resources available for our students and teachers. All students and teachers can consult text books as well as reference books in a separate reading room from 10am. to 5 pm in our college library. Apart from the reading, students and teachers can also borrow needful books from the library. The department has also a nice computer laboratory assembled with ten computers having latest configuration. Students and teachers use these computers to upgrade themselves

**6. Modern teaching methods practiced and use of ICT in teaching – learning.**

The department has a well-equipped computer room with sufficient numbers of computers for the students, which are used on regular basis for their practical purpose. We have the internet facility in our computer room and students used that for their consultation (reading reference books/notes). We also use LCD projector time to time in our smart class room for comprehensive and effective teaching. Normally lecture method is followed. Tutorial classes are arranged and home assignments are given to students by the faculty members. Teachers

are also available beyond class hours and provide individual counseling to students as required. Remedial classes are also arranged for the needy students.

**7. Participation of teachers in academic and personal counseling of students.**

The department offers very close bonding to the students. Teachers of the department are always available for the students' personal guidance in college hours. Apart from the college hours teachers are also available over telephone. Teachers counsel the students as required to channelize them properly for their future prospect.

**8. Details of faculty development and teachers who have been benefited during the past two years.**

The teachers of the department are keen to improve their skills through participation in various seminar/conferences. Teachers are also engaged actively in their higher studies. Sometimes they act as examiner also.

**9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research.**

Sl. No.	Faculty	Articles	Books	Major Projects	Minor Projects
1.	Mrs. Shrabani Dey				
2.	Mr. Avijit Das				
3.	Mr. Dhanajoy Patra				
4.	Mr. Bidyut Kr. Mandal				
5	Ms. Lipi Baskey				

No full-time permanent teacher in this department. All are part-time and guest teacher.

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.**Nil.

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years.**Nil.

**12. Placement record of the past students and the contribution of the department to aid students placements.**

So many ex-students of this department have established themselves in different services like Asst. Teacher, Govt. Employee etc. The names of few such ex-students, whose address is available, are given below:

Sl. No.	Name	Year of Pass out	Organization
1.	Nayana Rakshit	2010	Bishnupur Shibdas High Girls' High School
2.	Mitali Mandal	2011	Khatra High School, Khatra
3.	Radharani Musib	2011	Doing Ph.D. under Burdwan University
4.	Purabi Senapati	2012	Doing M.Sc. in Burdwan University, Burdwan
5.	Rimpa Dutta	2013	Doing M.Sc. in Burdwan University, Burdwan
6.	Supriti Mukherjee	2013	Doing M.Sc. under Burdwan University
7.	Suparna Mondal	2013	Doing M.C.A. under Jadavpur University
8.	Pinku Dana	2013	Doing M.Sc. under Kalyan University

**13. Plan of action of the department for the next five years.**

As a comparatively youthful department we have so many spaces to improve ourselves although we are continuously trying for that since from its birth. We are planning to open-up a departmental library along with a separate departmental office so that students can also take help from our departmental library in many ways with our central library facility. Instead of

the permanent full time faculty crisis we are trying to serve the institute in different directions to our best. We are planning to introduced the *e-education* our students within a year or two taking help from a group of expert mathematicians from where students can get their study materials on line as well as they can also enjoy the facility of a updated question bank along with their hint answers. To make them more confident regarding various all India level competitive examinations for their higher studies and to give them the flavor of recent developments in mathematics we are planning to invite renounced Professors' to our college via organizing a series of seminar/workshop arrangements. So in brief we have taken decision to:

- ii. Appointment of full-time permanent faculty members
- iii. Installation of more computers and laptops
- iv. To purchase more educational CD/DVD
- v. Organize seminar/workshop by the department
- vi. To set up departmental room for the faculty members.

## 12. Evaluative Report of the Department Physics:

### 1. Faculty profile – adequacy and competency

Name of the teacher	Designation	Qualification	Research Experience	Teaching Experience
Prof. Sujay Panda	Guest Lecturer	M.Sc.	Nil	01 year 02 Months

### 2. Student profile – entry level competencies, socioeconomic status, language proficiency etc.

Students are admitted on merit basis through online registration only. Students generally come from low and middle income group and basically from farmer's family. Majority of the students come from rural areas and they have proficiency in their mother-tongue. They are not fluent in English. A few numbers of students have fluency in English. Students can offer English both at Honours and pass courses.

**Entry level:** Entry level cut off marks is 45% for general students and 40% for SC and ST students for seeking admission.

**Socioeconomic Status:** Most of the students are from rural and semi-urban areas. Their economic status is very poor. Few students come from business families of Bankura, Bishnupur, Khatra, Durgapur etc. Schedule caste and Schedule tribe and OBC/ MOBC students are also enrolled in the college according to Government rules.

**Language Proficiency:** Students are well acquainted with Bangla, Hindi, and Santhali. They also have knowledge in English.

### Entry level students' profile, session: 2012 – 13

Category	1 <sup>st</sup> Year			2 <sup>nd</sup> Year			3 <sup>rd</sup> Year		
	M	F	T	M	F	T	M	F	T
SC	0	07	07	0	01	01	0	0	0
ST	0	02	02	0	0	0	0	0	0
OBC	0	10	10	0	05	05	0	0	0
Gen	0	23	23	0	19	19	0	29	29
Others	0	0	0	0	0	0	0	0	0
Total	0	42	42	0	25	25	0	29	29

### 3. Changes made in the course or programmes during the past two years and the contribution of the faculty to those changes.

The college is affiliated to the University of Burdwan. Hence it has no role to play in such changes.

### 4. Trends in success and dropout rates of students during the past two years.

Academic Year	Students Appeared			Students Passed			Class			Student Rate in %	University Rank
	M	F	T	M	F	T	I	II	Pass		
2011-12	0	06	06	0	04	04	02	04	--	100%	N. A.
2012-13	0	08	08	0	06	06	01	05	--	75%	N.A.

**5. Learning resources of the department – library, computers, laboratories and other resources:**

The college library has a big collection of books. Computers are in use by Teachers and Students. Lab. based subjects like Mathematics, Geography, Physics and Chemistry can boast of well-equipped laboratories.

**6. Modern teaching methods practiced and use of ICT in teaching – learning.**

The Department normally follows lecture method. Computers and LCD Projectors are often used for purposeful teaching. Tutorial classes and class tests are also arranged by the faculties. Faculties of the department are friendly and respectful also.

**7. Participation of teachers in academic and personal counseling of students.**

Teachers of this department encourage the students, and give personal guidance to them. Teachers regularly take remedial classes for students belonging to SC, ST, and OBC/MOBC. Students' up gradation is a regular feature of the department.

**8. Details of faculty development and teachers who have been benefited during the past two years.**

The teachers of the department of English have improved their skill by participating in various refreshers/ orientation courses and seminars / workshop. They regularly act as examiners in Honours and Pass subjects and are actively engaged in Research work.

Name of teacher	Orientation/ Refresher courses	Seminars / Workshops	Conferences
Prof. Sujay Panda	N. A.	02	

**9. Participation/ contribution of teachers to the academic activities including teaching, consultancy and research.**

**Teaching**

Teacher is sincere and regular in their teaching work. Class tests are frequently conducted for ready response of the learners. Special efforts are also taken by them to popularize Physics among the students and to encourage the talented students by selecting innovative Lab. / demonstration experiments in the class as well as outside.

**10. Collaboration with other departments/ institutions, at the State, National and International levels, and their outcome during the past two years.**

As there is no full-time permanent teacher such collaboration is not materialized.

**11. Priority areas for Research and details of the outgoing projects, important and noteworthy publications of the faculty, during past two years.**

Nil

**12. Placement record of the past students and the contribution of the department to aid students placements.**

The University has granted General Course only in the subject Physics. So there is no placement record in the subject.

**13. Plan of action of the Department for the next five years.**

- i. To fill up the vacant full-time teaching post of this department Opening of Under Graduate Honours Course in Physics.
- ii. To encourage parents, guardians, alumni, educationists and philanthropic persons to sponsor endowments for providing scholarships to talented Students of the department.
- iii. To organize seminars, lectures more frequently for dissemination of Knowledge.
- iv. To improve the standard of teaching with the help of audio-visual aids.
- v. To help passed out students in finding suitable jobs.
- vi. To increase the number of text and reference books in the Library
- vii. To subscribe for some Popular Science Magazines & the Journal.



### 13. Evaluative Report of the Department of Chemistry:

#### 1. **Faculty Profile – adequacy and competency of the faculty :**

The department has an efficient and competent faculty who caters the academic need of the students. Infrastructural facilities for undergraduate education are quite adequate. The competency of the faculty is reflected in the uniform brilliant results of the students over the last few years in the final university examinations. The faculty has also a distinguished record of research activity.

#### 2. **Student Profile – entry level competencies, socioeconomic status, language proficiency etc.:**

##### Student Profile

**Entry level competencies:** In the general category students with moderately high marks in the aggregate (50 % - 75 %) get chance of admission in the General Science Stream through counseling system. In the scheduled caste and Scheduled tribe category, the percentage of marks normally lies between 45 % – 60 %.

##### Socioeconomic Status

The district is economically backward and about 30% of the population consists of Scheduled Castes and Scheduled Tribes. Most of the students come from middle class families of rural areas.

##### Language Proficiency

Most of the students are proficient in the regional language 'Bengali', a few coming from CBSE / ICSE boards are proficient in English or Hindi.

#### 3. **Changes made in the courses or programmes during the past two years and contribution of the faculty to those changes :**

No changes were made in the courses or programmes during the past two years by the University. The present Head of the Department was a member of the Board of Studies (Chemistry) of the University and he used to participate effectively in the meeting for developing framing and modifying the syllabi of the degree course from time to time.

4. **Trends in the success and dropout rates of students during the past two years:**  
**Session Year of passing Intake Appeared Dropout Trend in Success**

2009-12	2012
2010-13	2013

5. **Learning resources of the Department:**

- a) **Library:** Number of books in the Central Library =
- b) **Computers:** Desktop - 1  
Laser Printer - 1  
Internet Connection - Exists
- c) **Laboratory:** Student Lab - 1
- d) **Store Room:** 1
- e) **Seating Room:** 1
- f) **Audiovisual Equipment:** Laptop / LCD Projector, Smart Board etc. available as and when required from the Principal's office.
- g) **Journals / Periodicals:**
- h) **Others:** Relevant Charts, Models etc. are available in the department.

6. **Modern Teaching methods practiced and use of ICT in teaching – learning:**

Modern methods of teaching are practiced through different audio-visual aids such as Smart Boards, LCD projector, Power point projection of Charts and models for comprehensive teaching. Students are always encouraged to use Internet in the department or Student's Computer Room for searching current information of chemical science.

7. **Participation of teachers in academic and personal counseling of students:**

Especially motivated efforts are taken by the faculty beyond the limits of classroom teaching to provide both academic and personal counseling particularly to slow learners and introvert backward students.

8. **Details of faculty development programmes and teachers who have been benefited during the past two years:**

During the past two years Dr. S. K. Roy attended one National Seminar as Resource person held in the Department of Chemistry, Burdwan University.

9. **Participation /contribution of teachers to the academic activities including teaching, Consultancy and research:**

**Teaching**

Teachers are sincere and regular in their teaching work. Class tests are frequently conducted for ready response of the learners. Special efforts are also taken by them to popularize Chemistry among the students and to encourage the talented students by selecting innovative Lab. / demonstration experiments in the class as well as outside.

**Research**

Apart from taking regular teaching classes the present faculty is also engaged in research works which cover a number of fields such as Environmental chemistry, Interfacial Electro-Chemistry and Soil Electrochemistry.

**Consultancy**

The department offers voluntary consultancy services by way of analyzing water samples and giving advice to the rural people (individual or institution on request)for the protection of environment.

10. **Collaboration with other departments / institutions, at the State, National and International levels, and their outcome during the past two years:**

The Department is going to start collaborative research work with the Department of Geography of this college. A joint Minor Research Project is being sent to the University Grants Commission, Eastern Region, Kolkata, and West Bengal by Dr. S. K. Roy of the Department of Chemistry and Prof. MaitrikaBarua of the Department of Geography.

11. **Priority areas for Research and details of the ongoing projects, important and noteworthy publications of the faculty, during the two years:**

**Priority areas for Research:**

- Environmental Chemistry
- Interfacial Electrochemistry of Soils

**Ongoing Projects:**Nil

**Important Publications: (last two years)**

<b>SL. No.</b>	<b>Name</b>	<b>Publications</b>
1	Dr. Samir Kumar Roy	Ind. J. Env. Protection, No. 31, Vol. 5, 2011.

**12. Placement record of the past students and the contribution of the department to aid the student placements:**

- The department use to send list of students to reputed companies like Tata Consultancies Services Ltd., Satyam, Dabur on request for “Fresher’s Recruitment Drive “to select “Graduate Trainee” for the respective companies.
- The teachers of the department always offer academic counseling to the students and help and guide them to choose right career. Many of the past students of the department are employed in Primary Schools, Secondary Schools, State Govt. Offices and elsewhere.

**13. Plan of action of the Department for the next five years.**

- i. Opening of Under Graduate Honours Course in Chemistry.
- ii. To prepare a proposal for innovative Programme in Interdisciplinary and Emerging Areas under XII<sup>th</sup> plan (UGC).
- iii. To encourage parents, guardians, alumni, educationists and philanthropic persons to sponsor endowments for providing scholarships to talented Students of the department.
- iv. To organize seminars, lectures more frequently for dissemination of Knowledge.

- v. To improve the standard of teaching with the help of audio-visual aids.
- vi. To promote and encourage advancement of chemical education.
- vii. To encourage the faculty member to write projects for bringing minor and major research schemes.
- viii. To encourage the faculty member to run collaborative projects.
- ix. To help passed out students in finding suitable jobs.
- x. To increase the number of text and reference books in the Library
- xi. To subscribe for some Popular Science Magazines & the Journal of Indian Chemical Society.

## *D. Declaration by the Head of the Institution*

*I certify that the data included in this Re-Accreditation Report (RAR) are true to the best of my knowledge.*

*This RAR is prepared by the institution after internal discussion, and no Part thereof has been outsourced.*

*I am aware that the Peer team will validate the information provided in this RAR during the peer team visit.*

*(Dr. Siddhartha Gupta)*

*Signature of the Head of the institution*

*With seal:*



## Annexure-II

### 1. List of Publication of Research papers

- i. Dr. Sanjit Mondal
- ii. Dr. Anurupa Mukherjee
- iii. Dr. Arup Kumar Ghosh

### 2. Publication of the faculty:

Dr. Sanjit Mondal

Article	Journal / Books	Year
Bidhoba vivaha andolon ebong bangla sahitya samaje foloshroti	Wesleyan journal of research	2012
Kichu shabder binyas: Ochena theke chena Rabindranath	Aruna Prakashan	2010
Bangla rajnaitik upanyas: Pratibad o protirodher chitrakolpo	Banglar much prakashan	2011
Vivekanandar bharatbodh	New kalpana	2012
Manabadhikar samajik nirapotta ebong Rabindranather natok	Pustak Bipani (Samaj o sanskriti) probondho sankalan	2013
Manabadhikar ebong Ashapura devir trilogy upanyas	Ramananda college	2012
Third theatre: gothon o proyog koushal	Mahatma Gandhi College	2012
Manabina swapno porina tobe ke o: Kabitar gavire anusandhan	Kashipur Michael Madhusudan College	2011
Manik Bandyopadhyayer jibon darshan o bhasa	Simanta sahitya	2008
Godyo shaili: Manik Bandyopadhyayer upanyas	Monobhumi	2008
Bishnude'r kabitay bideshi shabder proyog baichitra	College patrika	2008-09



Sombhodhan riti o parosporik bodhogomyota	College patrika	2009-2010
Bhasa darponer nagarik much	College patrika	2010-2011
Rabindra sahitye bideshi shabda, biseshi onusongo ebong	Collge patrika	2011-2012
Lokosanskritir nagarikikaron: Joy Goswamir kabita	Loukik	2013
Bangla godyer sangamsthal ebong Manik Bandyopadhyay	Seminar proceedings	2008
Bankura jelar lokosanskriti: Biswayaner prekshite	Assam University Bangla bibhagiyo patrika	2012
Nirbachita upanyase abahelito charitra: Lekhok dristite	Panchmura college patrika	2008
Swadesher andarmahal: prekshit Lalkella	Burdwan University bangla bibhagiyo patrika	2012
Bhasa darpone rarh kendrik natoke pratibad	Panchmura college patrika	2010
Improvement of the academic standard of U.G. students	Seminar proceedings	2009

Dr. Anurupa Mukhopadhyay

Article	Journal / Books	Year
i. Manabadhikar o Samajik Nirapatta: ‘Aranyak o Aranyer Ahikar’	Manabadhikar: Nana Prasanga	2012
ii. Swami Vivekanander Samya Chinta	ISBN-978-81-92	2012
iii. Utpal Dutter Natoke Paschimi Chhoya	Development of Bengali Theatre...	2012
iv. Santali Bhasa Prasange	ISBN-978-93-82663-17	2013
v. Santali Bhasar Manyakaran	Kanakuri Patrika	2009
vi. Santali Bhasar Lipi Samasya ebong Samadaner Sandhaner	Pragati Patrika	2008
vii. Gajendra Mitra: Prasanga Nari Charitra	Katha Sahitya	2008

Dr. Arup Kumar Ghosh

Article	Journal / Books	Year
i. William Shakespeare: A Pioneer Dramatist	Jamini Roy College Magazine	1991
ii. Shakespeare's theatre perception and audience culture	B.Z.S.M.M. Magazine	2003
iii. Nadine Gordimer: South Africa as a narrative in her fiction	B.Z.S.M.M. Magazine	2004
iv. Black politics and Black protest in Black American literature	B.Z.S.M. M. Magazine	2005
v. Indian English Drama	Epiphany, Ramananda College	2006
vi. Metaphysical poetry	Uddipan, Khatra Adibasi Mahavidyalaya	2006
vii. The language of Keats's poetry	B.Z.S.M. M. Magazine	2006
viii. Sri. Aurobindo's poetry	B.Z.S.M. M. Magazine	2007
ix. English in Social use	B.Z.S.M. M. Magazine	2008
x. The layering of English	UGC seminar paper, B.Z.S.M. M.	2008
xi. Samuel Beckett's novels	B.Z.S.M. M. Magazine	2009
xii. A modern thinker Swami Vivekananda	B.Z.S.M. M. Magazine	2011
xiii. Deconstructionism	B.Z.S.M. M. Magazine	2012
xiv. Swami Vivekananda: A voice without a form	B.Z.S.M. M. Journal, UGC seminar paper	2012
xv. The Romantic poet Keats with a modern vision	B.Z.S.M. M. Journal, UGC seminar paper	2013

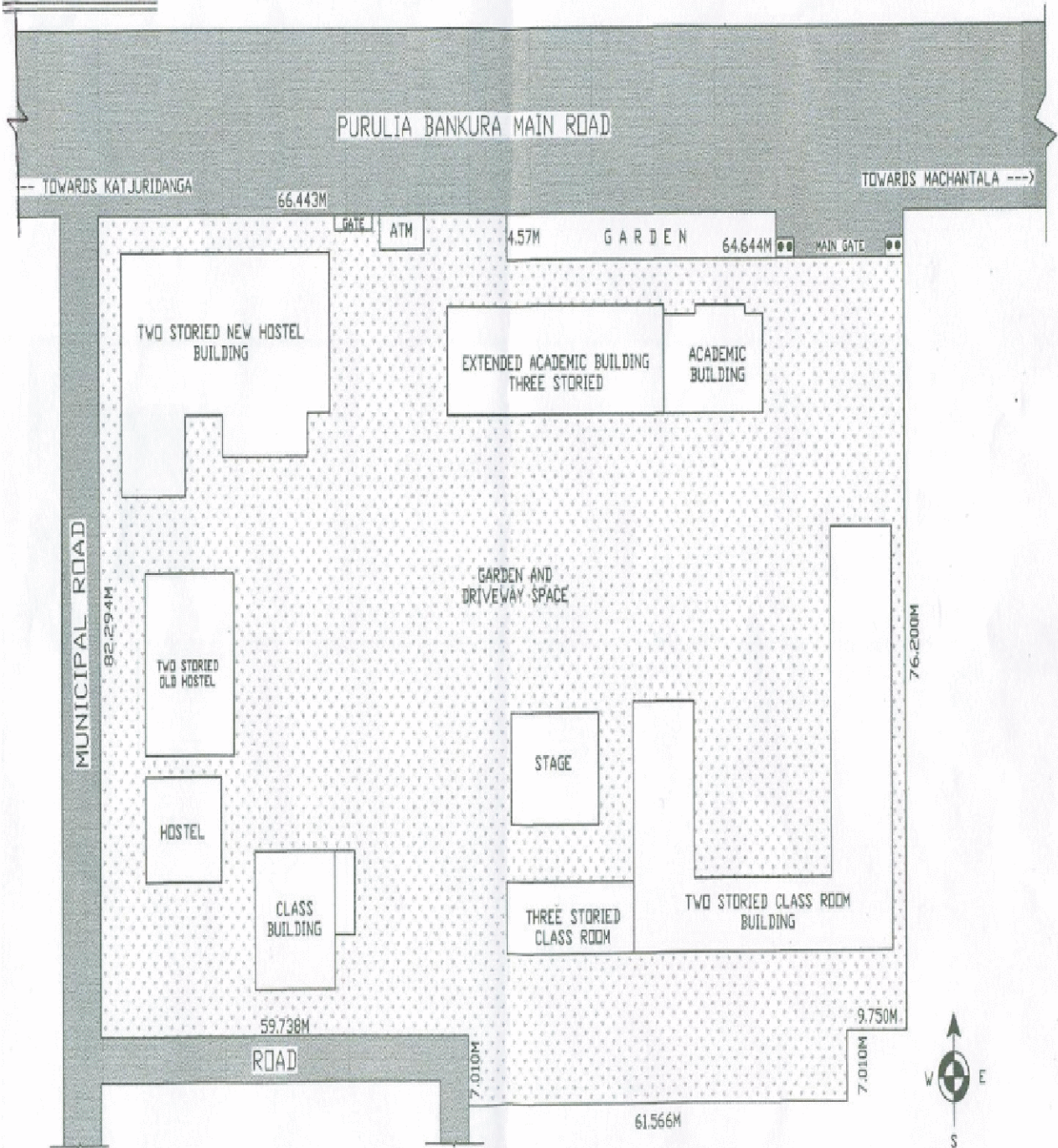
N.B. - Apart from the above so many articles have been published by the faculty members of the college which will be presented at the time of visit of the Peer Team, NAAC.

# Annexure-III

## Master plan of Bankura Zilla Saradamani Mahila Mahavidyapith

MASTER PLAN

SCALE : 1:500



## **Annexure-IV**

### **G.B. Resolutions**

Resolutions adopted in the General meeting of the Governing Body of Bankura Zilla Saradamani Mahila Mahavidyapith held on 22.09.2012 at 1.30 P.M. in the Principal's chamber :-

Smt Minati Misra, President of the Governing Body presides over the meeting.

**Agenda No. 1 To read and confirm the proceedings of the meetings held on 11.08.12 at 12:00 Noon and 22.09.12 at 1:00 PM.**

The Proceedings of the said meetings are read and confirmed with a minor change in the agenda number Misc. (vii) of the meeting dated 11.08.12 and which will be read as “the bonus of Rs. 300/- per head will be given to the casual staff of the hostel also”.

**Agenda No. 2 To constitute some important sub-committees:-**

The President nominates Prof. Nityananda Patra to act as the joint signatory with the Principal Dr.Siddhartha Gupta who will operate all Bank Accounts and also the Fixed Deposits of the College jointly.

The Principal invites members to nominate names who will act as members of the following important committees and the following members have been unanimously selected for the purpose:-

#### **Finance Committee:-**

- a) Dr. Siddhartha Gupta, Principal /Secretary,GB
- b) Dr. Abir Banejee, University Nominee
- c) Prof. Nityananda Patra, Teachers' Representative
- d) Sri Malay Kumar Mandal, Head Clerk & NTS Representative
- e) Bursar (Invitee)

**Development (Building) Committee: -**

- a. Dr. Siddhartha Gupta, Principal/Secretary, GB
- b. Sri Bishnu Bajoria, Donor Member
- c. Bursar (invitee)
- d. Dr. Sanjit Mondal , Teachers' Representative
- e. Dr. Anurupa Mukhopadhyay
- f. Prof. Maitrika Barua
- g. One Architect (invitee)
- h. Asst. Engineer, PW (CB), Bankura Dte., Nominated by the State Govt.
- i. G.S. Students' Union
- j. Prof. Uday Sankar Sarkar
- k. Sri Malay Kumar Mandal

**Purchase Committee: -**

- a) Dr. Siddhartha Gupta, Principal/Secretary,GB
- b) Bursar (invitee)
- c) Dr. Sanjit Mondal
- d) Dr. Anurupa Mukhopadhyay
- e) Prof. Debabrata Mukherjee
- f) Sri Malay Kumar Mandal

**Provident Fund Committee**

- a)Dr.SiddharthaGupta,Principal/Secretary,GB
- b) Bursar (invitee)
- c) Prof. Anabik Biswas
- d) Sri Malay Kumar Mandal
- e) Smt Chandra Biswas

**Centre Committee (for conducting University Examinations):-**

- a) Smt. Minati Misra , President, G.B.
- b) Dr. Siddhartha Gupta,Principal/Secretary,GB
- c) Dr. Abir Banerjee,University Nominee
- d) S.D.O. Sadar, Bankura (invitee)
- e) Dr. Sanjit Mondal
- f) Dr. Anurupa Mukhopadhyay
- g) Prof. Anabik Biswas
- h) Sri Malay Kumar Mandal
- i) Smt. Chandra Biswas

**Election Commission: -**

- a) Dr. Siddhartha Gupta, Principal /Secretary, GB
- b) Prof. Nityananda Patra
- c) Dr. Sanjit Mondal
- d) Smt. Banani Chatterjee,University Nominee
- e) Smt. Chandra Biswas

**Agenda No.3 To approve recommendations of the Provident Fund Committee**

The resolution adopted by the Provident Fund Committee in its meeting held on 13.09.2012 regarding the non-refundable loan of Rs.7, 64,000/- sanctioned to Prof. Prajapati Mishra, Associate Professor of Geography, is discussed and approved.

**Agenda No.4 To approve the action taken by the Principal towards purchase of few building materials and an intercom system**

The action taken by the Principal towards purchasing some building materials like corrugated tin sheds and other required materials for covering the roof of the Stair case at the

2<sup>nd</sup> floor of the new Library building by spending Rs.11,888/- is approved. The Principal is empowered to take necessary steps for purchasing materials for installation of an intercom system with at least 8 nodes (with at least one year grantee) by inviting quotations from the reputed suppliers at the cost of about thirty thousand.

**Agenda No.5 To sanction the leave (ML) to Prof. Bimal Ch. Betal, Associate Professor of History for the period 03.05.12 to 09.05.12.**

The application of Prof. Bimal Chandra Betal, Associate Professor of History, for granting him full pay Medical Leave for the period 3.5.12 to 9.5.12 is placed before the table alongwith supporting Medical Certificate. It is resolved that Prof. Betal be granted 14 days Half Pay Medical Leave (by twicing the number of days. i.e. 7 days full pay medical leave)

**Agenda No. 6 To consider the application of Dr. Sanusri Bhattacharya, Associate Professor of Philosophy for sanctioning her study leave**

The Principal reports that Dr. Sanusri Bhattacharya, Associate Professor of Philosophy, has been awarded the Fulbright Fellowship by the U S I E F and she has to go to USA on their assignment for the period from 14<sup>th</sup> January, 2013 to 11<sup>th</sup> May, 2013. For this purpose she has applied for a study leave on and from 8<sup>th</sup> January, 2013 to 16<sup>th</sup> May, 2013 so that she can reach her destination in USA on 10<sup>th</sup> January, 2013 and return to the college by 17<sup>th</sup> May, 2013 after completion of her assignment comfortably. Members peruse the matter and resolve that she may be granted a Study Leave with pay for the period from 08.01.2013 to 16.05.2013 as per the statute No 25 (T.A.C.) of the University of Burdwan for the purpose of enabling her to acquire any qualification which will enhance her efficiency as a teacher in the college.

**Agenda No. 7 To discuss over the matter of leave taken by Sri Gouranga Lohar, Guard which was refused by the Principal**

It is reported by the Principal that Sri Gouranga Lohar, Guard, first prayed for two day's Casual Leave on 17.8.12 and 18.8.12 for enjoying Manasa Puja. Considering the situation that the other guard Sri Abhijit Ruidas already prayed for one day C.L. on 18.8.12 the Principal tried to convince him for enjoying one day C.L. on 17.8.12 only but the incumbent became furious and began shouting that he was ill and he required some Medical Leave, though it was not a matter of fact. After sometime he submitted through the Head Clerk an application for granting Medical Leave from 15.8.12 to 19.8.12 with a prescription

of a Medical Practitioner just showing the rate of Blood Pressure, not supported by a certificate for taking rest and that application for granting leave was refused by the Principal on 16.8.12. After that without any information to the higher authority he remain absent on and from 15.8.12 to 21.8.12 which is supposed to be a case of insubordination and gross negligence of duty. On 22.8.2012 he joined his duties by submitting an application for granting Medical Leave, supported by a certificate of a registered Medical Practitioner, which has been forwarded by the Principal to the G.B. for giving a serious thought over the matter. He also reports that Sri Lohar was issued a Show Cause Notice earlier for such type of negligence of duties. Members take the matter seriously and request the Principal to issue a Show Cause Notice to Sri Lohar asking the explanation of such insubordination, misconduct with the higher authority and disobedience. It is resolved that if the explanation of such Show Cause by the incumbent is satisfactory, then the Principal may sanction the leave to him, if not, the matter will again be placed before the next meeting of the G.B. The Principal is requested to do the needful in this regard.

**Agenda No 8 To approve the expenditure to be incurred for the purpose of publishing a Research Journal with ISBN Number by the college**

It is reported by the Principal that in compliance with the decision unanimously taken by the Teachers' Council, Dr Sanjit Mondal, member of the Research Committee, has been taking an endeavor to publish a Research Journal with ISBN number consisting of research papers submitted by the faculty members of different departments of the college by spending an amount of Rs.25, 000/- approximately. Members praise the endeavour and approve the amount to be spent for the purpose from the college fund.

**Agenda No.9 To discuss about the retirement benefits of Dr. Sujit Kr. Chattopadhyay, Associate Professor of Political Science**

The papers for the retirement benefits of Dr. Sujit Kumar Chattopadhyay, Associate Professor of Political Science, at present on Lien, who will retired from his service from this college on 31.3.2013 be prepared and sent to the Director of Public Instruction, Govt. of West Bengal at an early date and the Principal is requested to do the needful in this matter.

**Agenda No. 10 To select a suitable person who will take the charge of Cashier after superannuation of Smt. Ratna Palit on and from 01.11.2012.**



It is reported that Smt. Ratna Palit, Cashier is going to be superannuated from her service on 31.10.2012. Members discuss and resolve that Sri Shibsankar Mondal, Library Clerk and the only L.D.C. among the Non-teaching staff members, will be assigned the duty of Cashier temporarily on and from 16.11.2012, after the Puja Vacation.

It is further resolved that a suitable person, preferably with B.Lib.will be deployed as a Library Clerk purely on temporary basis at a consolidated honorarium of Rs.5,000/- per month through the advertisement in a local Newspaper. A Selection Committee to deploy such suitable person is framed which is as follows:-

- i) The Principal
- ii) Dr. Anurupa Mukhopadhyay, President's Nominee
- iii) Prof. Nityananda Patra

(The Librarian may be invited during the interview as an expert.)

#### **Misc.**

##### **i) Problem of encroachment outside the boundary wall of the college.**

The matter of rapped encroachment by the hawkers and gradually their making permanent structures over the boundary wall of the college is discussed and it is resolved that as there is an in campus girls' hostel nearing to that boundary wall, it is a matter of great worries and anxieties. The President of the Governing Body is earnestly requested to take the matter seriously and to pursue the matter of installation of the ATM hub by the authority of State Bank of India, about which the negotiation is under process, so that the vacant space inside the boundary wall may be utilized and she is also requested to pursue the matter of uprooting the intruders outside the boundary wall in front of the college with the local administration.

##### **ii) To discuss about the acute problem of drainage system**

The long standing problem of installation a proper drainage system outside the

Southernboundary wall of the college is discussed. The President of the G.B. and Dr Abir Banerjee, University Nominee and the authorized physician of Bankura Municipality are requested to pursue the matter with the authority of Bankura Municipality so that the problem may be solved at an early date.

**iii) To consider the application of Sri Falguni Mukherjee, Part-Time Teacher in Sanskrit regarding some incentive for pursuing his research work.**

It is discussed and resolved that a sum of Rs.6,000/- be granted to Sri Falguni Mukherjee, Part-time Teacher of Sanskrit of this college in two installments of Rs.3,000/- each as an incentive with a view to encourage the teacher to achieve his Ph.D. and also to insist others to do their research works.

**i) Any other matters**

- a) The Principal reports about the low height of the boundary wall in the southern part of the college causing infiltration of outsiders over that wall and also the problem of throwing rubbish from one or two neighboring houses. Members resolved that the height of that boundary wall may be raised to some extent with brick work and barbed wire over it through the Development (Building) Committee.
- b) It is resolved that a spoken English course of 3 months duration will be introduced for the interested Teaching and Non-teaching staff members by the competent faculty of BBC by spending Rs.8,000/- as the total course fee.
- c) It is discussed and resolved that a Two Day Orientation / Training Programme will be organized by the college for the benefit of the Non-teaching staff members with the help of 2 to 3 experienced senior Principal / Govt. Officers.
- d) Sri Malay Kumar Mandal proposes to write down the minutes of the Governing Body meetings by hand, instead of typing them through the computer. Considering the use of modern technology, facility of keeping the matter in memory of computer and to maintain hard copies of the same in the office file and to avoid hazards of illegibility of the hand writing, the GB does not find reasons to write resolutions by hand and resolves that the practice of keeping minutes of the G.B. meetings be maintained as usual.
- e) It is resolved that the preparation of re-accreditation by NAAC during 2013 be prepared at an early date and the Principal and the Coordinator of the Steering Committee, IQAC be given free hands to go ahead with the work of preparing RAR and other renovation / construction works, if any, needed for this purpose be initiated.

The meeting ends with vote of thanks from and to the chair.

Sd-president

## Annexure-V

### Resolutions of Development(Building) Committee

Resolutions adopted in the meeting of the Development (Building) Committee held on 30.11.11 at 3:15 PM:-

Sri Bishnu Bajoria takes the chair.

Members open five sealed quotations, submitted within the stipulated date and time as per the previous notice. Sealed quotations are placed before the table and a comparative statement regarding dismantling work of existing old building of size 158ft X 28ft 6inches at the college premises including removing or disposing of rubbish from the college campus which are as follows :-

Sl. No.	Name of quotationers	Particulars	Quantity	Money offered	Remarks
1	Sri Bablu Karmakar, Salboni, Bankura	As mentioned in the tender notice	-	Rs. 25,000/-	Accepted as the highest offer
2	Sri Raja Mal, Bhairabsthan, Malpara, Bankura	As mentioned in the tender notice	-	Rs. 5,000/-	
3	Sri Tarapada Mal, Keshiakole, Bankura	As mentioned in the tender notice	-	Rs. 9,000/-	
4	Sk. Alek, Kethardanga, Bankura	As mentioned in the tender notice	-	Rs. 7,000/-	
5	Sri Gopal Ch. Das, Pratapbagan, Bankura	As mentioned in the tender notice	-	Rs. 11,000/-	

As per the tender notice all belongings of the said dilapidated building like iron and wooden joists, wooden doors, windows etc. will be possessed by the selected bidder and the college authority will not provide any fees for the said work and Sri Bablu Karmakar is found to be the quotationer who has offered the highest amount for the same, Sri Karmakar will be issued the order for the said dismantling work. It is further resolved that he has to submit at least 50% of the money offered by him before starting the work. If in any case he is not found able to accept the formal order, then Sri Gopal Chandra Das who has offered the second highest amount, will be issued the order.

It is further resolved that one hall will be constructed on the 2<sup>nd</sup> floor of the present office building by spending Rs. 6.5 lakhs (approx.) received from the State Govt. and the first floor of the newly constructed academic building will be started by spending the fund received from the UGC. For the purpose of these constructions sealed quotations will be invited through tender notice circulated through the newspapers with wide circulation for supplying different building materials and a separate tender will be floated through the local newspaper (Bankura Observer) inviting sealed quotations for engaging a group of masons and a supervisor (at least a diploma engineer) with experience in civil constructions. The Principal is requested to do the needful in this regard.

The meeting ends with vote of thanks from and to the chair.

Sd-president

## **Annexure-VI**

### **Resolutions of Purchase Committee**

Resolution adopted in the meeting of the Purchase Committee held on 03.08.11

The Principal takes the chair.

1. The remaining amount from the grants received from the UGC is placed before the table and it appears that Rs.12, 078/- is still in hand under UGC Network Resource Centre (UGC-NRC) and Rs.12, 000/- for Internet Connectivity charges. Rs.54,078/- is still in hand under the UGC Scheme for Coaching Entry in Services for SC/ ST / OBC(Non-creamy layer) and Minority students. It is discussed and resolved that the amount of Rs.12, 078/- plus Rs.54, 078/-, a total of Rs.66, 156/- be spent for purchasing more computers with modern configuration for the department of Geography by inviting sealed quotations from the reputed dealers / suppliers.
2. It is discussed and resolved that electrical goods like best model fans (27 numbers) of Orient company, hanging tube lights with covers etc., switch, switch boards and other related materials will be purchased from the bona fide dealers by inviting sealed quotations. The money will be spent from the college fund to decorate the newly built Academic Building in compliance with the decision taken by the Governing Body.
3. It is further resolved that chairs (40 numbers), sofa and other materials needed for decoration of the Teachers' Common Room be purchased from the market through a committee comprising of members of the Purchase Committee after a physical survey.

The meeting ends with vote of thanks from and to the chair.

Sd-president

## Annexure-VII

### Resolutions of Finance Committee

Resolutions adopted in the meeting of the Finance Committee held on 31.01.11

The Principal takes the chair.

Agenda:-

The matter of enhancement of remuneration/ honorarium of the contingency staff of this college on the basis of their appeal and recommendations of the Non-teaching staff association, is discussed and resolved that the remuneration of Sri Manik Ch. Khan, Librarian (Contractual), who has been given Rs. 5,000/- per month so far, may be allowed Rs.7,000/- per month by increasing his remuneration after the hike of 40% of his remuneration, Sri Partha Chattopadhyay, Computer-knowing Typist (Contingency) may be paid Rs.6,000/- per month after a hike of 50% of his remuneration, Sri Mintu Ghosh, Computer-knowing Clerk (Contingency) be paid Rs.5,250/- per month after a hike of 50% of his remuneration. Smt. Kanak Mal (Dutta), Library Attendant (Contingency) and Sri Sandip Ruidas, Electrician-cum-Generator and Pump Operator (deployed on contract) may be paid Rs.2, 200/- per month each as honorarium by enhancing Rs. 700/- per month, considering their workload. Sri Sudhir Ch. Tudu, Night Watchman (Contingency) may be paid Rs.3, 000/- per month by enhancing his remuneration @ 700/- per month. Smt. Latika Malakar, Sweeper (deployed on contract) may be paid Rs.2, 000/- per month as honorarium by enhancing Rs.500/- per month, whereas Laboratory Attendants for the departments of Physics and Chemistry may be paid Rs.2, 500/- per month by enhancing Rs.200/- per month to each.

The prayer of Sri Malay Kumar Mandal, Head Clerk, regarding some extra honorarium for performing additional duties, who had been assigned the additional duty of Accountant by the Governing Body from the month of July, 2010, is placed and members resolved that some incentive may be given to him, subject to the decision of the Governing Body.

The above enhancements of remuneration / honorarium may be effective from April, 2011. As the college is presently facing a shortage of fund, enhanced amounts will be paid to the concerned persons as and when the salary grants for the Part-time teachers is reimbursed from the State Government.

Agenda 2:-

It is discussed and resolved that a committee, consisting of the following members will prepare the General Budget for the Financial Year, 2011-12 :-

1. Principal
2. Bursar
3. Prof. N. Patra, one of the signatories of cheque books
4. Accountant

The meeting ends with vote of thanks from and to the chair.

Sd-president

## **Annexure-VIII**

### **Resolutions of Academic Council / Teachers' Council**

Resolutions adopted is the meeting of the Teachers council held on 20-12-2012

At 3.00 P.M. in the Teachers common room.

#### **Agenda:**

1. To fixed up tentative dates of B.A. Part- III Test Examinations, 2013 and to decide over the modules-operandi Examination.
2. To discuss about T.C. subscription of the members including Govt.approved Part-time teachers and other Guest teachers.
3. Miscellaneous.

Principal / Teacher-in-charge takes the chair.

#### **Following resolutions have been taken unanimously by the Teachers Council:-**

1. a) It is the equivocallyresolved that the tentative dates of Test Examinations of Part- III, 2013 will be held on 11<sup>th</sup> January to 16<sup>th</sup> January, Hons. Examinations and the Pass Examinations from 21<sup>st</sup> January onwards.  
b. It is further resolved that the Examination committee will decide the matters and schedule of the Test Examination, B.A. Part- III  
c. It is also unanimously resolved that the full marks of each paper of each subject will be of 100 markslike the University Examinations.
2. It is also equivocally resolved that the T.C. subscription of the members for this year will be Rs.700.00 each including Part-time teacher and Guest teachers.



### **3. Miscellaneous-**

- a. It is unanimously resolved that from T.C. fund a single amount of money will be spent for primary unit (WBCUPA). The matter will be discussed in the primary unit later on.
- b. A daily newspaper will be provided for the Teachers' common room from the Library.
- c. Regarding farewell of Prof. L.N. Mukherjee, the house unanimously decided that farewell ceremony will be conducted on 10<sup>th</sup> January 2013. The Teacher council may spend Rs. 2000.00 for this purpose. This tradition will be continued but the amount can be changed, if necessary.

The meeting ends with vote of thanks from and to the chair.

Sd. - Principal/ Teacher-in- Charge (President)





## Annexure-X

### Details about the ongoing projects

Name of the faculty	Name of the project	Financing authority	Amount	Year of beginning
i. Prof. Nityananda Patra (Economics)	Urbanization process in Bankura	UGC	Rs.1,17,000.00	February, 2012
ii. Prof. Anurupa Mukhopadhyay	Multi-Aspect of Santali Literature	UGC	97,000.00	August, 2011
iii. Dr. Sanjit Mondal	a) Bankurazelar Bhasa: Sociological Study	UGC	Rs.25,000.00	April, 2007
	b) Human Rights, Social Security & Rabindranath Tagore's Plays	UGC	1,32,000.00	August, 2011

**Annexure-XI**

**Certificate of 2(f)**

1055/2/11/82/4 ✓

UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI.

No.F.8-13/80(CP)

October, 1981

To

The Registrar,  
Burdwan University,  
Burdwan- 713 104.

12 9 OCT 1981

Sub:- List of colleges prepared under Section 2(f)  
of the UGC Act, 1956 - inclusion of new colleges  
in the - Bankura Zilla Mahila Mahavidyalaya,  
Bankura.

\*\*\*\*

Sir,

I am directed to refer to your letter No.IV-2/  
111/108 dated 30.9.1981 on the above subject and to  
say that the name of the following college has been  
included in the above list under Non-Govt. colleges  
teaching upto Bachelor's degree :-

<u>Name of the College</u>	<u>Year of Estt.</u>
Bankura Zilla Saradmani Mahila Mahavidyalaya, Bankura (W.Bengal) (Permanent) Smt. Mira Guha.	1973-74

The necessary documents in respect of the above  
college have been accepted. The college is also eligible  
for assistance from the U.G.C. and from other Central  
sources.

Yours faithfully,

*C.M. Ramachandran*  
(C.M. Ramachandran)  
Under Secretary.

Copy forwarded to :-

1. The Principal, Bankura Zilla Saradmani  
Mahila Mahavidyalaya, Bankura (W.Bengal).
2. All Officers/Sections in the UGC Office.

File for  
another action  
Date  
3/11

attested

*P. Gupta*  
Principal  
Bankura Zilla Saradmani  
Mahila Mahavidyalaya

*J.C. Vohra*  
( J.C. Vohra )  
for Secretary.