



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	BANKURA ZILLA SARADAMANI MAHILA MAHAVIDYAPITH
Name of the head of the Institution	SIDDHARTHA GUPTA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03242-251194
Mobile no.	9434198500
Registered Email	sarada_06@yahoo.co.in
Alternate Email	siddharthagupta1958@gmail.com
Address	Nutanchati, Bankura, Pin-722101
City/Town	BANKURA
State/UT	West Bengal
Pincode	722101

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Nityananda Patra
Phone no/Alternate Phone no.	919474144885
Mobile no.	9474144885
Registered Email	sarada_06@yahoo.co.in
Alternate Email	nityananda.patra1967@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://portal.bzsmcollege.org/index.php/iqac/aqar-report
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://portal.bzsmcollege.org/index.php/academics

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	76.5	2007	31-Mar-2007	31-Mar-2012
2	A	3.03	2015	31-Mar-2015	31-Dec-2020

6. Date of Establishment of IQAC	31-Jan-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Departmental Wall Magazine competition	17-Feb-2020 1	1400
Fund raising event for disaster relief for Corona	16-Apr-2020 1	24
Fund raising event for disaster relief for Kerela floods	30-Aug-2019 1	156
Green, Energy and Environmental Audit of the previous year	22-Jan-2020 1	12
Special Seminar Talk on Air Pollution: Measurement through Carbon Foot Prints	03-Mar-2020 1	85
National Workshop on NAAC Awareness Programme for Assessment and Accreditation organized by Bankura University in collaboration with Bankura Zilla Saradamani Mahila Mahavidyapith	28-Jun-2020 1	75
Workshop on usage of G-suite Program	09-Jul-2019 1	72
Increase of server space and upgradation of college website	16-Jan-2020 1	2200
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

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

Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)
<ul style="list-style-type: none"> • Organized seminars and workshops using both offline and online platform. • Assisted neighboring Colleges and Universities in preparation of AQARs, SSR/RAR etc. through webinars. • Motivated faculty members to participate as well as present papers in different seminars, workshops, refresher course, short term courses and orientation courses organized at state and national level • Encouraged and assisted faculty members to carry out research activities and publish research papers as well as books. • Funded for maintenance and upgradation of buildings and other infrastructure of the college.

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

Plan of Action	Achivements/Outcomes
Well circulation of Lesson plan of the respective subjects along with class routine through college website at the beginning of each semester.	Lesson plan of the respective subjects along with class routine wellcirculated through college website at the beginning of each semester.
Introduction of PG courses in Geography.	PG courses in Geography introduced.
Formation of NCC.	NCC formed.
Preparation of Administrative and Green Audits.	Administrative and Green Audits prepared.
Preparation of dept-wise Academic Audits.	Dept-wise Academic Audits prepared.
Formation of a museum for the Dept. of History.	A museum for the Dept. of History formed.
Re design and regular updating of college website.	The college website redesigned with more space and updated regularly.
Displaying of programme outcomes, programme specific outcomes, course outcomes for all programmes offered by the institution in official website of the institution.	Programme outcomes, programme specific outcomes, course outcomes for all programmes offered by the institution displayed in official website of the institution.
Subscription to a number of e books and e journals through INFLIBNET.	A number of ebooks and ejournals through INFLIBNET subscribed.
Adoption of ICT and elearning resources to ensure effective teachinglearning.	ICT and elearning resources adopted to ensure effective teachinglearning.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Name of Statutory Body</th> <th style="width: 50%; text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">GOVERNING BODY of the College</td> <td style="text-align: center;">15-Jul-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	GOVERNING BODY of the College	15-Jul-2020
Name of Statutory Body	Meeting Date				
GOVERNING BODY of the College	15-Jul-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	15-Mar-2021				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	30-Sep-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The College has a well defined computerized online management information system along with the regular offline system for collecting, recording and processing as well as disseminating all academic, administrative activities and information . 1. The Office and Library of the College maintain the database of the students to be used for academic and related activities. 2. The database of the teaching and non teaching staff has also been maintained by the office for academic, administrative and financial transactions. 3. To keep the admission process transparent and time bound online procedure is adopted through a dedicated portal. 4. Data required by the University is sent online based on the information drawn from the Application Forms for admission. 5. All relevant information regarding the college, notices and announcements are uploaded on the website and circulated via social media posts. 6. Marks obtained by students at all Internal Assessment examinations are uploaded into the University Portal by the teachers 7. All Fees are paid through online banking. 8. Updates on</p>				

every event are informed to the staff and students on regular basis through bulk SMS delivery system and WhatsApp groups etc. 9. Ledger records are maintained electronically using CAMS. 10. Feedbacks from all stakeholders including students, parents, alumni are collected using particular portal available on college website and these are used to prepare action taken report for the improvement of the college.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The main steps undertaken by the college for curriculum delivery are as follows:- Before the session begins Lesson plan of the respective subjects along with class routine are well circulated through college prospectus, website, displaying in the notice board etc. To know the efficacy of the lesson's plan, departmental meetings along with the students were convened after the end of at least one month's class where drawbacks of delivering of lesson plan were discussed threadbare and accordingly corrective measures/steps were outlined and follow up actions intimated particularly to the head of the concerned departments for its implementations. At least one month before the final exam (Part I or Part II or Part III as the case may be) nitty-gritty of the lessons' plan along with classes delivered by the faculty members are elaborately discussed for finding out any deficiency of the completion of syllabus where the necessity of conducting extra classes, tutorial and remedial classes etc. were outlined equally for both advanced and non-progressive students. The proceedings adopted in the departmental meeting were also discussed in the Teachers' council meeting to get everyone acquainted with the corrective measures where every member of the council had an opportunity to offer innovative ideas for proper delivery of curriculum. Finally to know the effectiveness of the curriculum delivery i.e. the teaching-learning lesson plan regular internal assessment were conducted. Feedback was taken after the completion of the final examination from students and parents. Thereafter, grievances of the students for overall improvement of the academic ambience of the institution were tabulated. These tabulated feedbacks were again discussed initially in the departmental meetings for its resolution and forwarded to the Principal for its needful action. Some of the grievances found to be deficiency of syllabus were put forwarded to the concerned teachers, who happened to be the members of Board of Studies or Head Examiner, to place these grievances/deficiencies at the University forum for its necessary actions. All those above mentioned steps or corrective measures were well documented and discussed in the departmental meetings, IQAC resolutions and if needed in Governing Body resolutions. Mentor and mentee system which has always been prevailing were documented and the results of special care taking were discussed with students and their guardians.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
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CERTIFICATE COURSE IN COMPUTER APPLICATION	NA	03/10/2019	90	Focus on employability	Skill Development
CERTIFICATE COURSE IN SPOKEN ENGLISH TRAINING	NA	05/11/2019	90	Focus on employability	Skill Development
CERTIFICATE COURSE IN SPOKEN SANSKRIT TRAINING	NA	05/11/2019	90	Focus on employability	Skill Development
CERTIFICATE COURSE IN YOGA TRAINING	NA	02/12/2019	90	Focus on employability	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	PG in Geography	24/05/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MSc	PG in Geography	24/05/2019

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

	Certificate	Diploma Course
Number of Students	115	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
COURSE ON COMPUTER AIDED STATISTICS	03/10/2019	35
COURSE ON COMMUNICATIVE ENGLISH	05/11/2019	25
COURSE ON ENVIRONMENTAL ECONOMICS	05/11/2019	25
COURSE ON MORAL EDUCATION	02/12/2019	30

OUTREACH PROGRAMME ON REMOTE SENSING AND DIGITAL IMAGE ANALYSIS	06/09/2019	1
OUTREACH PROGRAMME ON BASICS OF REMOTE SENSING GIS AND GNSS	06/09/2019	25
OUTREACH PROGRAMME ON GEOPROCESSING USING PYTHON	22/07/2019	1
ADVANCES IN GEOSPATIAL TECHNOLOGY FOR DISASTER EARLY WARNING, MONITORING AND MITIGATION	07/09/2019	2
OVERVIEW OF PLANETARY GEOSCIENCES WITH SPECIAL EMPHASIS TO THE MOON AND MARS	09/06/2019	1
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	BSc in Geography	40
BSc	BSc in Economics	1
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	Nil
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>There is an online feedback system for all the above stakeholders on the institutional website. The feedback format is prepared in consultation with the concerned committee and is designed on the basis of curricular aspects, teaching learning and evaluation, infrastructure and learning resources etc. The feedback form was made through Google forms that are attached with a Google spreadsheet. After the feedbacks were collected pie charts and bar graphs were prepared, some were autogenerated and analysis is done accordingly by the IQAC team. A consolidated analysis report of the same is submitted to the principal. A meeting was also held for the feedback analysis. Based on this analysis if required Action Taken Report is prepared for betterment of the institution. All the results and reports are then hosted on the website for transparency.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	GRADUATION	308	720	125
BA	GRADUATION	1252	2850	769
MSc	POST GRADUATION	20	30	17
MA	POST GRADUATION	80	52	45

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2067	114	23	0	14

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
23	18	8	16	6	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Mentors are the most trusted guides who can be build a students career and personality. Student mentoring is an integral part of our college. For the effective execution of this programme, the teachers are assigned with students from their respective departments through departmental meetings and later with the approval of the principal of the college. The average ratio of 1:10 students per semester. There is a students mentoring system available in each department of the institution where one teaching faculty or mentor is given the responsibility for mentoring a group of students or mentees. Problems raised by mentees are redressed through discussions, taking extra classes, supplying hard copies of power point presentations prepared by faculty members and used during class teaching. The marks obtained by the students, their academic cum co-curricular activities pre and post mentorship are evaluated and their trends are mapped. Their performances are discussed in parent teachers meeting.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2211	23	1:96

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	23	2	3	7

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	NIL	Nil	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	PG SEM I	Semester	23/12/2019	09/04/2020
MSc	PG SEM I	Semester	27/12/2019	11/03/2020
BSc	UG SEM-I	Semester	20/01/2020	22/08/2020
BSc	UG SEM-III	Semester	04/01/2020	05/08/2020
BSc	UG SEM-V	Semester	13/01/2020	26/07/2020
BSc	UG SEM-VI	Semester	01/10/2020	31/10/2020
BA	UG SEM-I	Semester	20/01/2020	22/08/2020
BA	UG SEM-III	Semester	04/01/2020	05/08/2020
BA	UG SEM-V	Semester	13/01/2020	26/07/2020
BA	UG SEM-VI	Semester	01/10/2020	31/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Prior to the introduction to the CBCS system an annual exam was conducted just before the final university exams, though often quizzes, class etc. were carried out. After the initiation of the CBCS system in every semester at least two exams are conducted. One known as internal assessment of the mid semester, the other internal assessment of the end semester. Other than than overall class performances in projects, quiz, seminars, attendance are also taken into account for continuous internal evaluation. The marks are averaged on the basis of these performances. The academic improvement of students is mapped dynamically through continuous evaluation using different methods like internal assessments, assignments, presentations, students seminar, students projects, role play, group discussions, subjects quiz etc. Remedial classes are organised for the students requiring additional help. Regular feedbacks are taken from the students to improve teaching leaning method. At the end of each semester the department conducts a viva to assess the learner's comprehensive level and practical understanding of each subject especially for laboratory based subjects and post graduate subjects. The a viva conducted by arranging a faculty for other colleges and universities to assess the students . Due to COVID-19 pandemic, semester-end classes were handled through online mode on

platforms like Google Meet, WebEx, Zoom, Google Classroom etc. Therefore, the continuous evaluation processes have been transformed to an online mode.

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

The college adheres to the academic calendar as announced time to time by the affiliating University. Thus, prior to the commencement of the academic session an academic calendar is notified which clearly specifies the date or time of various academic events. Class tests, internal examination, assignment, student seminar dates are also introduced into the academic calendar together with co curricular and extra curricular activities. Various committees are formed which include both student and faculty participation for smooth processing of these events.

2.6 – Student Performance and Learning Outcomes

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

<https://portal.bzsmcollege.org/index.php/departments>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
203	BA	GRADUATION	345	154	44.63
203	BSc	GRADUATION	56	42	75
103	MA	POST GRADUATION (REGULAR)	47	47	100

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2.7 – Student Satisfaction Survey

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

<https://portal.bzsmcollege.org/index.php/students>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	00	NA	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
General Concept of	IQAC	06/09/2019

Intellectual Property Rights

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	30/06/2020	NIL
View File				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	BZSM Vermi composting Unit	BZSM Mahav idyapith	BZSM Vermi composting Unit	Environmental conservation	30/06/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Economics	3	6.3
International	Bengali	2	6.3
International	Political Science	1	1.21
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Political Science	1
Geography	1
Philosophy	1
Bengali	8
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2019	0	NA	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	0	0	00

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	4	10	0
Resource persons	0	0	2	0
Presented papers	1	7	1	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Thalassemia Awareness and Check up Camp	BZSM College NSS I, II, III	3	85
Plantation drive at three adopted villages	BZSM College NSS I, II, III	3	150
Awareness campaign on National Voters Day	BZSM College NSS I, II, III	3	15
Cleanliness Drive at three adopted villages	BZSM College NSS I, II, III	3	30
Blood Donation Camp	BZSM College NSS I, II, III	3	65
National Youth Day Celebration	BZSM College NSS I, II, III	10	100
National Yoga Day	BZSM College NSS I, II, III	3	20
Awareness Campaign against suicide prevention	BZSM College NSS I, II, III	3	200

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Bankura District Inter College State Sports and Games Championship: 2019-20	2nd Position in High Jump	Nikhil Banga Sikshan Mahavidyalaya	1
Republic Day Parade: District Level	1st Position	Bankura District Police	25
View File			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	N.S.S Unit No I, II, III	CLEANLINESS PROGRAMME	3	110
Thalassemia Awareness and Check up Camp	BANKURA SAMMILANI MEDICAL COLLEGE AND THREE NSS UNITS	AWARENESS DRIVE	3	200
Blood Donation Camp	BANKURA SAMMILANI MEDICAL COLLEGE AND THREE NSS UNITS	AWARENESS DRIVE	3	65
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Programme	36	College Fund	180
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Research work Guidance	Student Research	Adamas University	01/06/2019	30/06/2020	2
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	30/06/2020	NIL	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
35.2	36.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2480	421435	645	146476	3125	567911
Reference Books	1649	406070	430	97651	2079	503721
e-Journals	1	5900	0	0	1	5900
CD & Video	76	28473	0	0	76	28473
e-Books	1	56000	0	0	1	56000
Journals	9	5850	0	0	9	5850
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	30/06/2020
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	28	54	2	4	12	8	12	0
Added	0	0	0	0	0	0	0	0	0
Total	54	28	54	2	4	12	8	12	0

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

12 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Lecture Capturing System(LCS)	http://bzsmcollege.org/portal/index.php?option=com_content&view=article&id=97&Itemid=522&lang=en

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
7.2	7.5	4.3	4.5

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

For the purpose of maintenance of computers Annual Maintenance Contract or AMC is maintained with a company who deals in both hardware and software. For reprography there is modern automation system present in the institution. For other amenities like water purifying contract is maintained with Aqua guard and KENT. In case of building maintenance two engineers are engaged one of them is the District Engineer, Bankura Zilla Parisad and another is a Civil Engineer named Anupam Ganguli. They take care of repairing, renovation and other construction related to civil and electrical works of the college. College maintains a master stock register and departments maintains a department stock register for recording information about instruments, books, maps, journals etc. that are procured, distributed/ lent . Sports facilities are open to all staff and students and annual maintenance done. Helping staffs are assigned to clean and maintain each and class room, laboratories, offices and toilets for maintenance. The technical staff ensures proper maintenance and utilization of ICT equipment.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Half Free/Full Freeship	45	20520
Financial Support from Other Sources			
a) National	NSP Scholarship, OASIS Scholarship, Swami Vivekananda Merit cum means, Oikoshree	1955	15349200
b) International	NIL	0	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personal Counselling and Mentoring	03/09/2019	25	BZSM MAHAVIDYAPITH
Language Lab	07/01/2020	35	BZSM MAHAVIDYAPITH
Remedial Coaching	12/11/2019	140	BZSM MAHAVIDYAPITH
Yoga	02/12/2019	20	BZSM MAHAVIDYAPITH
Mentoring	15/08/2019	2181	BZSM MAHAVIDYAPITH
Spoken and Communicative Sanskrit	05/11/2019	15	BZSM MAHAVIDYAPITH

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Guidance for Competitive Examinations and Career	20	0	0	0

Counselling
(NET/SLET)

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	145	BA, BSc, MA, Msc	Bengali, English, Sanskrit, Music, Physics, Chemistry, Mathematics, Economics, Geography, Education, History, Political Science, Philosophy	UNIVERSITY OF BURDWAN, RABINDRA BHARATI UNIVERSITY, VIDYASAGAR UNIVERSITY, CALCUTTA UNIVERSITY, SIDHO KANHO UNIVERSITY, BANKURA UNIVERSITY, VISVA BHARATI UNIVERSITY, UNIVERSITY OF KALYANI, UDYOG COLLEGE OF EDUCATION, UTTARAN COLLEGE OF EDUCATION. WES	MA, MSc, B.ED, M.PHIL, PH.D

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

Items	Number of students selected/ qualifying
-------	-----------------------------------------

NET	0
SET	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports and cultural activities	College Level	145
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	NIL	National	Nil	Nil	NIL	NIL
2020	NIL	International	Nil	Nil	NIL	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Presently there is no Student Council in the institute.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

There is an Alumni association present in the institution which is functional and pro-active but not yet registered. There is a portal for alumni registration in the college website where alumni register their names with required data and willingness to contribute for the college. The data is analysed and relevant charts are prepared on the basis of that.

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

None

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

There are several committees present in the institution consisting of both teaching and non teaching staff of the institution. These committees include Finance Committee, Purchase Committee, Development Committee, Provident Fund

Committee, Service Book Committee, Students Union Advisory Committee, Grievance redressal Cell, Prospectus Committee, Admission Committee and overall the Teachers Council or academic council. These committees help the administration in many ways. Meetings of these committees are convened as and when required and takes resolutions time to time as and when required and convey to the Principal. The Principal places resolution taken by some important committees before the Governing Body for its final approval. This is the part of participatory management of the college.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Industry Interaction / Collaboration	The academic linkages are effectively utilized to train students and also to carry out research works as well as dissertation work at such centres.
Admission of Students	Admission of students are conducted as per the norms of the university and state government regulation. The system is very transparent and is done through online mode.
Curriculum Development	Well-circulation of Lesson plan of the respective subjects along with class routine through college prospectus, website, displaying in the notice board etc. at the beginning of each semester. Convention of departmental meetings along with the students after the expiry of at least one month's class to know the efficacy of the lesson plan. Collection of feedbacks from the students after completion of the end-semester examination to know the effectiveness of the curriculum delivery. Discussion on nitty-gritty of the lesson plan along with classes delivered by the faculty members before at least one month of the end-semester examination. Conduction of extra classes, tutorial classes, remedial classes etc. for the students as when required.
Teaching and Learning	Adoption of ICT and e-learning resources to ensure effective teaching-learning. Subscription to a number of e-books and e-journals through INFLIBNET. Adoption of Students Mentoring System. Displaying of program outcomes, program specific outcomes, course outcomes for all programs offered by the institution in official website of the institution.
Research and Development	Conduction of seminar on Intellectual

	Property Rights (IPR). Conduction of extension and outreach programmes namely Blood Donation Camp and Thalassemia Awareness Camp through NSS units of the college. Conduction of Faculty exchange programme.
Library, ICT and Physical Infrastructure / Instrumentation	A well-equipped Gymnasium for the students. College library fully equipped with automation facilities. Availability of INFLIBNET and e-self with adequate numbers of e-books and e-journals in the Library. Availability of 24 by 7 Wi-Fi Facilities. Annual Maintenance Contract or AMC.
Examination and Evaluation	Dynamic mapping of students through continuous evaluation using different methods like internal assessment test, assignments, presentations, projects etc. Maintenance of transparency in evaluation process. Ensuring smooth conduction of examinations with the help of Examination Committee. Conduction of practical examination in the presence of internal and external examiners appointed by the concerned University.
Human Resource Management	Faculty and Staff are encouraged to participate in self development programmes along with seed money provided as incentive to write articles. Project work, writing books and also for pursuing research. Administration supports faculty, staff and students with necessary and relevant support to optimize their work. Annual Maintenance contract for all units offers 24 by 7 support for infrastructural requirements especially electricity, water supply and routine maintenance.

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

E-governance area	Details
Planning and Development	The Detailed project Report or DPR is prepared by the college with the help of computers.
Administration	The office is fully automated with several computers tied with LAN and internet facilities are available. Starting from admission, re admission, filling up of registration and examination forms, collection of different fees is done through CAMS.
Finance and Accounts	Human resource Management system or HRMS software has been installed by the

	college for generating pay bills, submission of claim bills to the DPI, Govt. Of West Bengal and Bankura Treasury subsequently by using HRMS software.
Student Admission and Support	Starting from admission, re admission, filling up of registration and examination forms, collection of different fees is done through CAMS software procured by college. In the Library the college has procured SOUL 2.0 software provided by the UGC.
Examination	The Examination is done on semester basis as per the CBCS (Choice Based Credit System) Syllabus, which has been introduced in Bankura University (affiliating) since the Academic year 2017-18. Each semester being of 6 months' duration end semester the examination is taken accordingly. Each examination consists of two parts like Internal Assessment is of 10 marks as awarded on the basis of written test/viva voce/students' seminar, project works etc. These marks are uploaded in the University Portal as per the University instruction by the departmental teachers in accordance with the faculty allocation done by college. When the Principal/TIC approves the uploaded marks, the 2nd stage of the End semester Examination is continued. For the subjects of Arts stream the students are to appear in only Theory Examination, whereas, for those of the Science and Commerce stream the students are to appear in both the Theory and Practical Examinations. After the evaluation of answer scripts by the teachers the final results of the examinees are calculated on CGPA (Cumulated Grade Point Average) basis. The whole process of conducting the examination is done by the Examination Committee of the college which is formed according to the University guidelines.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NIL	NIL	NIL	0

2019	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	DCA	NA	09/09/2019	09/03/2020	5	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refreshers Course on Gender and Social Transformation	2	10/09/2020	23/09/2020	14
Refreshers Course on Reseach Methodology	1	09/02/2020	22/02/2020	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GSLI	GSLI	Half /Full Free ship

6.4 – Financial Management and Resource Mobilization

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

The college conducts internal audit through small committee comprising of the Principal, Bursar, Head Clerk and the Accountant. External audit is done by the External Audit Agency duly deployed by the state Government time to time.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
----------------------------------------------------------	-------------------------------	---------

NA	0	NA
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

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

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

There are a few academic endowment prizes for the students contributed by the parents on annual basis. PTA is actively involved in the day-to-day functioning of the college. PTA meets regularly to discuss the feedbacks from students and parents, also to discuss and decide the beneficiaries of various schemes offered by PTA. PTA provide support to needy students for their field studies.

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

Offering Computer training courses. Offering welfare scheme through GSLI. Adoption of one benevolent policy through opening of PPF accounts.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

During 2019-20 because of the pandemic developmental activities (tangible) were not carried out but academic excellence were achieved through various other means.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	National Workshop on NAAC Awareness Programme for	28/06/2020	28/06/2020	28/06/2020	75

	and disadvantages	contribute to local community				
2019	Nil	1	11/11/2019	1	THALASS EMIA AWARENESS CAMPAIGN	Creating awareness for prevention against Thalassemia
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook on Professional Ethics	22/07/2019	To pursue excellence in higher education, character building and overall development of an institution like Bankura Zilla Saradamani Mahila Mahavidyalaya a code of conduct which is nothing but a set of ethical rules outlining the norms, responsibilities and practices for an individual and committees, is indispensable. Thus, the rules and regulations included in this handbook published by the college Governing Body in consultation with IQAC cell are applicable for Principal, teaching staff, official staff and supporting staff. It is expected that staff members strictly adhere to the rules and regulations spelled out in this handbook failing which the action shall be taken as per the procedure laid down by Government of West Bengal and competent authorities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Special Seminar Talk on Air Pollution:	03/03/2020	03/03/2020	85

Measurement through Carbon Foot Prints			
Observation of Teachers Day on the occasion of birth anniversary of Dr. Sarvapalli Radhakrishnan	05/09/2019	05/09/2019	188
Observation of National Youth Day on the occasion of birth anniversary of Swami Vivekananda	13/01/2020	13/01/2020	45
Celebration of International Women Day	09/03/2020	09/03/2020	72
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. To promote green energy installation of Solar Lamps in Hostel and College Campus has been done through which 7 percent power requirement has been met. 2. To keep the campus green plantation of trees is done on regular basis. 3. Wastage of paper has been reduced to a satisfied level by adopting e filing system. 4. The college strictly adheres to restriction on smoking and using plastic materials. 5. E waste management is another initiative of the college to make the campus eco friendly.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Students' Psychological Counseling. 2. Playing National Anthem on campus on a daily basis. 3. Publication of Handbook on Code of Ethics on annual basis. 4. Preparation of Bio-compost. 5. Waste Management.

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

https://portal.bzsmcollege.org/images/BEST_PRACTICES_bzsmm.pdf

7.3 – Institutional Distinctiveness

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

Being the only Girls' college in the district the institution is serving at its best for the cause of educating female students, especially those coming from rural and economically weaker background by offering a healthy politics-free learning environment having well-qualified and experienced teachers. A major portion of the students of this institution belong to the first generation in their families to get a higher education. Apart from regular classroom teaching the institution helps its students to explore in extra curricular activities including sports etc. Every year the students from this institution secure good place in University rankings. Their achievement in other fields viz. Mock Parliament, Parade organised by NCC is also a matter of pride for the institution. Not only students, the institution has got its excellent teaching faculties also which are the main pillars of this institution. Apart from teaching they serve at their best in other activities related to NAAC, NCC,

NSS, College development etc. The Principal of the institution himself is a recipient of Shiksha Ratna, a honorary award given in the field of education by the Govt. of West Bengal accompanied by Dr. Nityananda Patra, Associate Professor of the department of Economics.

Provide the weblink of the institution

http://bzsmcollege.org/portal/index.php?option=com_content&view=featured&Itemid=435&lang=en

8.Future Plans of Actions for Next Academic Year

1.To introduce some more job-orientad and skill based courses 2. New Research collaborations 3. New courses UG, PG, Certificate and Diploma courses in various disciplines which are mainly job oriented 4. Strengthening of research activities among staff and students. 5. Strengthening of Design and implementation of innovative schemes for adopted villages to fulfil its social obligation in terms of formal and informal education, dissemination of knowledge, organising programmes and activities for the benefits of the community and other stakeholders. 6.To create awareness and initiate measures for protecting and promoting environment. 7. To facilitate continuous upgaradation of knowledge and use of technology by both the students and teachers. 8. To increase the number of programmes promoting gender equality, scientific temper and local development.