

Yearly Status Report - 2018-2019

Part A		
Data of the Institution		
1. Name of the Institution	BAGNAN COLLEGE	
Name of the head of the Institution	Dr. Badal Kumar Maity	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	03214272258	
Mobile no.	9434147399	
Registered Email	bagnan.college@gmail.com	
Alternate Email	maity.badal@gmail.com	
Address	VillKhalore, P.OBagnan, P.SBagnan, DistHowrah	
City/Town	Howrah	
State/UT	West Bengal	
Pincode	711303	

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Srabani Basu
Phone no/Alternate Phone no.	03214272396
Mobile no.	9433105807
Registered Email	iqacbc1958@gmail.com
Alternate Email	srabanibasu96@gmail.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.bagnancollege.in/agarssr docs/AQAR%202017-2018.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.bagnancollege.in/AOARlink22 /Academic Calendar 2018-19.pdf
5 Accrediation Details	

5. Accrediation Details

Cycle	Grade	CGPA	Year of	Vali	dity
			Accrediation	Period From	Period To
1	В	71.05	2005	20-May-2005	19-May-2010

6. Date of Establishment of IQAC 29-Oct-2013

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			
State level Seminar cum	31-Mar-2019	360	

Awareness Programme on Cancer awareness and prevention	1		
One day Workshop on the Modalities of Examination /Evaluation/Assessment System under CBCS	05-Oct-2018 1	61	
Introducing Job oriented Skill Development Certificate Courses/ Training Programmes for the students	20-May-2019 135	82	
Organizing Dengue Awareness Programme	29-Jun-2019 1	103	
Non-Teaching Staff Training Programme	29-Jun-2019 10	11	
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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/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Bagnan College	Construction Of New Science Building (Part A Part B)	Higher Education, Science & Technology and Bio-Technology, Government of West Bengal	2018 180	4000000
Dr. Dipanwita Das	Major Research Project	Higher Education, Science & Technology and Biotechnology, Government of West Bengal	2018 1095	714400
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	<u>View Link</u>
10. Number of IQAC meetings held during the year :	4
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	<u>View Uploaded File</u>
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)

Organizing Seminar cum Awareness programme. Organizing Workshop. Introducing Job oriented Skill Development Certificate Courses/ Training Programmes for the students. Organizing training programme for nonteaching staffs. Augmentation of infrastructural facilities.

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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

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Plan of Action	Achivements/Outcomes		
1. To organize workshops and seminars.	Organised one workshop and one seminar.		
2.To organize Job oriented Skill Development Certificate Courses/ Training Programmes for the students	Organised two certificate courses for students.		
3.To organize training programme for non-teaching staffs	Organised one training programme for non-teaching staffs		
4. To initiate the work towards establishing Smart Library	Work towards establishing Smart Library has been initiated		
5. To establish the laboratory for Food and Nutrition Department	Laboratory for Food and Nutrition Department is functional		
6. To augment the infrastructural facilities	Infrastructural facilities have been augmented		
7. To arrange a laboratory room for carrying out major research project of Dr. Dipanwita Das, sponsored by DHESTBT, West Bengal	Laboratory room accommodated and arranged for DHESTBT		
8. To introduce Digital Identity Card (PVC) for the students.	Digital Identity card (PVC) for the students has been introduced.		
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body, Bagnan College	01-Dec-2022

15. Whether NAAC/or any other accredited

body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	27-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	• The admission process of the College runs through online method. The payments are received through online mode. • For keeping and updating of the students' data, 'Campus Expert' software is used. • Salary payment system has changed and online system HRMS software package for drawal of grantsinaid salary bills has been introduced. • Important notices and information for different purposes namely, online admission, tender/ quotation notices and general information are uploaded in the College website for use of all stakeholders. • Use of WiFi connection use of email regarding official correspondence use of SOUL2.0 for library automation and housekeeping. • Introduction of elibrary facility through NLIST provided by the UGC. • AISHE is submitted through online process. • Digital Identity Card (PVC) has been introduced for the students.

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 curriculum for Under Graduate studies is prepared at the University level. Semester system with CBCS has been introduced in Arts and Science stream from the academic session 2018-19 by the affiliated University, the University of Calcutta. Semester system with CBCS has been introduced in Commerce Stream from the academic session 2017-18 by the affiliated University, the University of Calcutta. The implementation of the given curriculum is planned by the respective departments of the institution. The Heads of the departments along with the teachers of each department hold departmental meetings at the beginning of the academic session to distribute the syllabi among the teachers and to plan the time frame needed for completion of each

paper. • Students are made aware of the curriculum plan and the examination schedules at the beginning of each Semester. • The teachers of each department provide teaching plan to the students and discuss about the texts and reference books which are needed for the course, at the commencement of the academic session. • The Academic Sub-committee meets regularly to discuss the progress regarding completion of syllabi. • The students are free to interact with the teachers outside the class-room regarding doubts and difficulties related to study and several teachers take extra classes to solve their problems. • Internal Assessment, Tutorials and Practical examinations under new Semester cum CBCS are held as per schedule provided by the University.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Job oriented Skill Development Certificate Courses/ Training Programmes on Cutting and Tailoring	NIL	20/05/2019	120	YES	YES
Job oriented Skill Development Certificate Courses/ Training Programmes on Beauty culture	NIL	20/05/2019	135	YES	YES

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction		
Nill	Nill NIL			
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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
BA	UG	01/07/2018
BSc	UG	01/07/2018

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

	Certificate	Diploma Course
Number of Students	82	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		
NIL	Nill	0		
NIL Nill		0		
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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	ECONOMICS HONOURS- PART 3	1				
BCom	ACCOUNTANCY HONOURS- PART 3	66				
BA	ALL HONOURS AND GENERAL- PART 3-ENVS	850				
BSc	ALL HONOURS AND GENERAL- PART 3-ENVS	100				
BCom	ALL HONOURS AND GENERAL- PART 3-ENVS	223				
BA	ALL HONOURS AND GENERAL- SEMESTER-II- AECC-II	1064				
BSc	ALL HONOURS AND GENERAL- SEMESTER-II- AECC-II	102				
BCom	ALL HONOURS AND GENERAL- SEMESTER-II- AECC-II	270				
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1.4 - Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Nill
Parents	Nill

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

Feedback Obtained

• The College has its own questionnaire format for collecting students' feedback from the final year students of B.A., B.Sc. and B.Com. • There are 27 questions for non-Lab subjects and 30 questions for laboratory related subjects in the questionnaire covering five broad categories: i) Curricular Aspect, ii) Teaching Learning Aspect, iii) regarding facilities including library, computer, sports, extra-curricular, health etc., iv) regarding infrastructural supports including class rooms, drinking water, toilets, canteen etc., v) regarding office support. • Students can mark their options to convey their views in a 5-point scale: very good, good, average, poor, very poor. There is

also a space provided in the questionnaire for the comments, suggestions and/or grievances of the students regarding the institution. • The feedback is analysed by using simple statistical methods. The preference patterns of the feedbacks are calculated and presented in graphical format. • The suggestions and grievances are noted with extra care. • The feedback report is placed to the Principal. • Measures are taken to solve the problems as much as possible for the betterment of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HONOURS	599	2561	464
BA	GENERAL	1187	2428	1187
BSc	HONOURS	89	533	46
BSc	GENERAL	187	369	142
BCom	HONOURS	279	281	222
BCom	GENERAL	265	288	121

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2.2 - Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of
	students enrolled	students enrolled	fulltime teachers	fulltime teachers	teachers
	in the institution	in the institution	available in the	available in the	teaching both UG
	(UG)	(PG)	institution	institution	and PG courses
			teaching only UG	teaching only PG	
			courses	courses	
2018	4576	0	29	0	0

2.3 - Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), Elearning 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	Numberof smart classrooms	E-resources and techniques used
82	35	7	8	1	2

<u>View File of ICT Tools and resources</u>

View File of E-resources and techniques used

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

Mentoring the students has always been regarded as an integral part of the teachers' activities. The teachers are very closely connected to the students and take utmost care to solve the academic, financial and personal problems of the students as and when required. The students are regularly sensitized about the availability of different State Govt. and Central Govt. Scholarship schemes for students. They are also intimated about the facility of Student Aid Fund from the college. The students are guided about the library facility, computer facility available at the college and also about the recreational facilities. The college has initiated formal academic mentoring for the students under the new CBCS cum Semester system.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4576	29	1:158

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
35	29	6	0	16

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	
Nill	NIL	Nill	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	
BA	HONOURS	THIRD YEAR	25/04/2019	24/06/2019	
BSc	HONOURS	THIRD YEAR	25/04/2019	24/06/2019	
BCom	HONOURS	THIRD YEAR	25/04/2019	25/06/2019	
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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

From the Academic Session 2018-2019 the University of Calcutta, with whom the college is affiliated has introduced CBCS-cum-Semester system for B.A. and B.Sc. streams. For B.Com. stream CBCS-cum-Semester system has already started from the academic session 2017-2018. Due to this overall change in the academic system the process of evaluation has undergone through a gross change in structure. As a part of the curricula prepared by the University of Calcutta, under the CBCS-cum-Semester system Internal Assessment, regularity of Attendance, Tutorial/Practical examination all have become the integral part of the system. The system of Continuous Internal Evaluation is maintained on a regular basis.

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

At the beginning of the academic session Academic calendar is prepared by the college which corroborates with the University Academic calendar issued each year. It includes the month-wise plan regarding class days, Internal Examination, Tutorial/Practical examination schedules, vacations, academic tours, publication of results, submission of registration forms, filling up of examination forms etc. Academic calendar is strictly followed. As the schedule for Internal Assessment, Tutorial/Practical examinations and Theory

examinations is prepared by the University, the college follows that schedule and mentions the tentative timings for the examinations in the College Academic Calendar.

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://www.bagnancollege.in/AQARlink22/PO PSO CO 2018-19.pdf

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
МТМА	BSC	Mathematics (Hons.)	10	10	100
PHSA	BSc	Physics (Hons.)	5	5	100
BNGA	BA	Bengali (Hons.)	113	100	88.45
ENGA	BA	English (Hons.)	16	13	81.25
HISA	BA	History (Hons.)	40	35	87.5
PHIA	BA	Philosophy (Hons.)	11	10	90.91
PLSA	BA	Political Science (Hons.)	6	5	83.33
SANA	BA	Sanskrit (Hons.)	36	32	88.89
ECOA	BSc	Economics (Hons.)	1	1	100
CEMA	BSc	Chemistry (Hons.)	10	10	100

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://www.bagnancollege.in/AQARlink22/Student_Feedback_2018-19.pdf

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
Major	1095	Higher	1497800	714400

Projects			Educa Scie Technolo Biotech Governm West E	ence ogy and nology, ment of				
			<u>View Upl</u>	oaded Fi	<u>le</u>			
.2 – Innovation Eco	system							
3.2.1 – Workshops/Se ractices during the year		cted on Ir	ntellectual Pr	roperty Righ	nts (IPR)	and Indu	ıstry-Acad	demia Innovative
Title of worksho	o/seminar		Name of	the Dept.			Da	nte
NIL			NI	IL.				
3.2.2 – Awards for Inne	ovation won by	Institution	on/Teachers	/Research s	scholars	/Students	during th	e year
Title of the innovation	Name of Av	vardee	Awarding	g Agency	Dat	e of awar	d	Category
NIL	NI	L	N	1IL		Nill		NIL
			No file	uploaded	l.			
3.2.3 – No. of Incubation	on centre crea	ed, start-	-ups incubat	ed on camp	us durir	ng the yea	ar	
Incubation	Name	Spon	nsered By	Name of Start-u		Nature o		Date of Commencemer
Center				l Ciair (
NIL	NIL		NIL No file	NI			IIL	Nill
	cations and <i>i</i>		No file	NI			IIL	Nill
NIL .3 – Research Publi	cations and <i>i</i>		No file	NI uploaded			Interna	
.3 – Research Publi	cations and <i>i</i>		No file	uploaded awards				ational
.3 – Research Publi 3.3.1 – Incentive to the	cations and A	receive	No file recognition/a	uploaded awards onal	1.	N	Interna	ational
NIL 3 - Research Publi 3.3.1 - Incentive to the State 0 3.3.2 - Ph. Ds awarde	cations and A	receive	No file recognition/a	uploaded awards onal	esearch	N	Interna	ational
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NIL 3 - Research Publi 3.3.1 - Incentive to the State 0 3.3.2 - Ph. Ds awarde Name 3.3.3 - Research Publi Type National Internation	cations and atteachers who	par (appliement Journals Departm Sansk Chemis	No file recognition/a Natio	uploaded awards onal College, R	esearch Num e during of Publi 2 3	Center) The conter of Phase the year	Interna 0 D's Awar	ded e Impact Factor (any) 0 3.92
NIL 3 - Research Publication 3.3.1 - Incentive to the State 0 3.3.2 - Ph. Ds awarde Name 3.3.3 - Research Publication Type National Internation Internation	cations and atteachers who deteachers who deteacher	par (appliement Journals Departm Sansk Chemis	No file recognition/a Natio	uploaded awards onal College, R	esearch Num e during of Publi 2 3	Center) The conter of Phase the year	Interna 0 D's Awar	ded e Impact Factor (any) 0 3.92 0.18
NIL 3 - Research Publi 3.3.1 - Incentive to the State 0 3.3.2 - Ph. Ds awarde Name 3.3.3 - Research Publi Type National Internation Internation Internation	cations and atteachers who deteachers who deteacher	par (appliement Journals Departm Sansk Chemis Zoolo	No file recognition/a Natio	uploaded awards onal College, R	esearch Num e during of Publi 2 3 1	Center) The conter of Phase the year	Interna 0 D's Awar	ded Impact Factor (any) 0 3.92 0.18 0

Number of Publication

Department

Pol. Science	1			
Library	2			
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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	
NIL	NIL	NIL	Nill	0	NIL	0	
	No file uploaded.						

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
NIL	NIL	NIL	Nill	0	0	NIL
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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/Semi nars/Workshops	1	1	65	57
Presented papers	7	4	0	0
Resource persons	0	1	0	2
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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		
Dengue Awareness and Campus Cleaning Programme	IQAC and NSS Units I, II, III, Bagnan College	7	86		
State level Seminar cum Awareness Programme on Cancer Awareness and Prevention	IQAC and NSS Units I, II, III, Bagnan College	45	306		
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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

Cultural Competition in the event Recitation	First	Students Health Home 142/2 AJC Bose Road, Kolkata-700014	1	
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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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites	
Campus Cleaning	IQAC and NSS Units I, II, III, Bagnan College	Campus Cleaning Programme	7	85	
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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		
NIL	0	NIL	0		
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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
BOS Member of the Department of Economics as an Expert	Invitation as member of UG Board of Studies	Raja N.L.Khan Womens College (Aut onomous). Gope Palace, Midnapore, d istPaschim Medinipur, Pin-721102, W.B.	08/12/2018	08/12/2019	1
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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
Bagnan Uluberia Jan Shikshan Sansthan Ananda	10/05/2019	Job oriented Skill Development Certificate	87

Niketan, Bagnan, Courses/ Training Howrah, W.B. **Programmes**

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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		
15.75	16.92		

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added			
Campus Area	Existing			
Class rooms	Newly Added			
Laboratories	Newly Added			
Seminar Halls	Newly Added			
Classrooms with LCD facilities	Existing			
Seminar halls with ICT facilities	Existing			
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added			
Others	Newly Added			
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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 IL software	.MS N	Nature of automation (fully or patially)	` •	
SOUL		Partially	SOUL 2.0	2017

4.2.2 - Library Services

Library Service Type	Exis	ting	Newly	Added	To	tal
Text Books	26848	2527622	238	78370	27086	2605992
Reference Books	2303	336831	27	88903	2330	425734
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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 & Description of the control of the contro (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e- content		
NIL	NIL	NIL	Nill		
No file uploaded.					

4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Туре	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	74	30	19	0	0	11	21	1	12
Added	1	0	0	0	0	0	0	0	1
Total	75	30	19	0	0	11	21	1	13

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

1 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
NIL	Nill

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 incurredon maintenance of physical facilites
19.66	21.78	16.19	18.23

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)

To maintain and utilize the existing physical, academic and support facilities the college allocates financial resources optimally and judicially. The college takes care to ensure proper utilization of funds. Regular meetings are held with respective committees to find out the requirements of different Departments regarding maintenance of the facilities. Laboratory - Record of maintenance account is maintained by the lab assistants and supervised by HODs of the concerned departments. The repairing and maintenance of sophisticated laboratory equipment are done by the technicians of related supplier enterprises as and when required. Regarding maintenance of Bio-science laboratories, the students are sensitized regarding the cleanliness and proper waste disposals. As from academic session 2018-2019 CBCS-cum-Semester system has been introduced for B.Sc. courses by the University of Calcutta, all the laboratories under Science departments have been refurbished and new setups/instruments have been purchased for most of the Science departments of the college. The maintenance and utilization of laboratories needed special care for introduction of CBCS system. Library - The requirements (book-lists) are taken from all the departments and HODs are involved in the process. The lists are submitted to the library committee. As from academic session 2018-2019 CBCScum-Semester system has been introduced for B.A., B.Sc. courses and from academic session 2017-2018 for B.Com. course new books have been purchased for all the Academic departments of the college. The Academic departments supplied the lists of books required according to the newly introduced CBCS syllabus. The finalized list of required books is duly approved and signed by the

Principal. The proper account of visitors, comprising of students and staff, is maintained on a daily basis. The reading rooms and adjacent area are maintained

regularly and the students are sensitized to keep it clean and to maintain silence. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are resolved by the Library Committee. To ensure return of books, 'no dues' certification from the library is mandatory for students at the time of filling up the forms to appear in the semester-end examinations conducted by the University. Sports - Regarding the maintenance of sports equipment carom boards, volley balls, footballs, cricket equipment etc., the Sports sub-committee takes necessary actions and submits the requisition to the Principal and purchase is done according to the approval of the Principal. Computers - Computers, Printers, Photo-copiers are maintained regularly through AMC and non-repairable systems are stored aside and are disposed of in due time. As from academic session 2018-2019 CBCS-cum-Semester system has been introduced and under the new system, all types of final marks for each semesterend examination have to be uploaded online by the teachers of the college. This massive change in examination pattern increased the utilization of computers, printers and necessary accessories to a great extent. Thus, the computer maintenance needed more resources and timely execution. Classrooms - The College has a Building committee for maintenance and upkeep of infrastructure. The college puts priority on improvement of existing infrastructure as some parts of the college building is over 60 years old. The repair and maintenance are done on a regular basis. The college development fund is utilized for maintenance and repairing of class room furniture, other furniture and electrical equipment as required. With the help of full-time sweepers cleanliness of class rooms, corridors, toilets and college campus is maintained. Temporary labourers are also hired from time to time to maintain the college compound, especially to clean the shrubs and over growths after the rainy season. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity of class rooms and alerted regarding wastage of water. To keep the environment clean, measures are taken to reduce the use of plastics and to prohibit smoking in the college premises. Common Room facility - The college also gives importance to enhance common room facilities for both the girls and boys. There are two separate common rooms for girls and boys. Sick-room facility is also available in the college. The maintenance of the common rooms and sick-room is guided by the members of the Common Room committee at regular interval.

https://www.bagnancollege.in/AQARlink22/Procedures and Policies for maintenance of infrastructure 2018-1 9.pdf

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	Concession on Tuition Fees and Student Aid Fund	226	56948
Financial Support from Other Sources			
a) National	Kanyashree Prokolpo of Government of W.B., Swami Vivekananda Merit-cum-Means Scholarship, SC/ST/OBC and Minority	2642	24706900

	Scholarship				
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	
NIL	Nill	0	NIL	
No file uploaded.				

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	benefited benefited students for competitive benefited students by the students by career the students by the students benefited benefited benefited students benefited benefited students benefited benefited students benefited benefited benefited students benefited benefited students benefited benefited students benefited benefited benefited benefited students benefited benefited students benefited benefited students benefited benefi		Number of studentsp placed
	Nill	Nill NIL 0		0	0	0
ľ	No file uploaded.					

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
2	2	5

5.2 - Student Progression

5.2.1 – Details of campus placement during the year

	On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed	
NIL	0	0	Nill	0	0	
	No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.A. (Honours)	History	VU	M.A.
2019	22	B.A. (Honours)	Bengali	CU, RBU,NS OU,WBUTTEPA	M.A., B.Ed
2019	11	B.A. (Honours)	Sanskrit	VU, WBUTTEPA	M.A., B.Ed
2019	1	B.A. (Honours)	Pol. Sc.	RBU	м.А.

2019	4	B.Sc (Honours)	Chemistry	CU, IACS, IIT GUWAHATI, NIT DURGAPUR	M.Tech, M.Sc
2019	7	B.Com.(Hon	Commerce	Pune Institute of management, CU, Institute of Chatered Accountants of India, Institute of Cost Accountants of India	MBA, M.Com, C.A., Cost and Management Accounting
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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	
Nill	0	
No file uploaded.		

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

Activity	Level	Number of Participants		
Annual Sports	Institutional	375		
Freshers Welcome	Institutional	2600		
Nabi Dibas	Institutional	350		
Saraswati Puja	Institutional	2800		
Teachers Day	Institutional	1250		
Annual Social Function	Institutional	4500		
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	NIL
No file uploaded.						

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

The Student s' Union (Acting) of the College is very active and helpful for the running of day-to-day students' affair as well as particular events of the College. As the academic system has changed from Annual system to CBCS-cum-Semester system the freshers require several monitoring, senior students of the Union (Acting) take active initiative to help them along with the teachers. There are students' representatives in the G.B. and in Admission Committee,

Academic Sub Committee, Sports, Yoga and Gym Sub Committee, Cultural Activity Sub Committee, Girls Students' Common Room Sub Committee, Boys Students' Common Room Sub Committee, Youth Parliament Sub Committee, Wall magazine Sub Committee, Health care and charitable dispensary Sub Committee, Career counselling placement Sub Committee, College journal research Sub Committee, Complaints redressal Sub Committee, Social awareness development Sub Committee of the College. Students' Union (Acting) takes initiative in organizing Nabin Baran, Nabi Diwas, Annual Social Function and Saraswati Puja. The members of the Union (Acting) help in all the social and cultural activities of the College. They are also very much helpful in solving student related problems.

5.4 - Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 - No. of enrolled Alumni:

66

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

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)

The decentralized governance model is enforced in every step as each department/faculty functions as a separate sub-unit, in deciding and implementing the teaching-learning and other student-centric activities. At the institutional level, there are separate sub-committees for implementing different tasks efficiently. The two principal practices are: 1. In academic decision making, the Academic sub-committee is given the ownership. The committee comprises of all the Heads of the departments, shift in-charges and a few Senior Teachers, Head clerk and Student representative. Admission committee takes decision regarding students admission. The committee includes Senior teachers, Head clerk, Bursar and Student representative. Principal is the Chairman of both the committees. 2. Different sub-committees have been introduced to encourage participative management. Each committee has its own convener who is authorized to perform the task with the help of committee members. The following committees are in operation. I. Sports, Yoga and Gym II. Cultural Activity III. Girls Students' Common Room IV. Boys Students' Common Room V. Youth Parliament VI. Wall magazine VII. Health care and charitable dispensary VIII. Career counselling placement IX. College journal research X. Complaints redressal XI. Social awareness development. All the departments are instructed to present their Academic Calendar at the beginning of every academic year with a clear roadmap for deliverance. Decentralization is having a significant impact on policy, planning and management of education. The practice of decentralization is seen as a means of improving the efficiency of education system and the quality of educational services.

Partial

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	College follows the Curriculum set by the University of Calcutta for the Under Graduate level as it is an affiliated College under this University. As the academic system has changed from Annual system to CBCS-cum-Semester system from academic session 2018-2019 for B.A. and B.Sc. streams and from academic session 2017-2018 for B.Com stream the teachers participate compulsorily in Curriculum Development workshops as and when the workshops are organised by the Under Graduate Board of Studies (UGBOS), University Of Calcutta.
Teaching and Learning	To make the Teaching and Learning process more interesting some teachers use power point presentation as a method of teaching. The teachers take special classes for better academic performances. The teachers try to get the idea of the learning bottlenecks, if any, from the students and try to fulfil their academic needs. The college authority has provided green boards, dust-free chalk, white boards and computers to encourage the teachers to adopt modern and innovative approach for class room teaching. As the facility of virtual classrooms has been introduced in the college, the teachers are utilizing the facility for the benefit of students.
Examination and Evaluation	As the academic system has changed from Annual system to CBCS-cum-Semester system by the University of Calcutta from academic session 2018-2019 for B.A. and B.Sc. streams and from academic session 2017-2018 for B.Com stream, the examination and evaluation process have been thoroughly changed. In the new system Internal Assessment, Attendance regularity, Tutorial / Practical marks all have been included with the Final Marks along with the marks of Theory examination in every Semester-end examination. Score and Grade system have been introduced. Internal examinations and Tutorials are being held as per schedule given by the University. The marks of Internal

	Assessment and Tutorial/Practical are uploaded by the college through online system. Theory marks and Scrutinized marks are also uploaded online by the respective Examiners/Scrutineers.
Research and Development	Teachers are kept updated about available scopes for applying for research grants. Necessary infrastructural support is provided for research work. One Major research project has been sanctioned and is being carried out by the Principal Investigator who is an Assistant Professor of Zoology Department of the college.
Library, ICT and Physical Infrastructure / Instrumentation	The physical infrastructure has been improved. At present the college has started the construction of first floor of the New Science Building with the help of grant given by the Govt. of West Bengal. Four new classrooms have been added. ICT facilities have been improved. Books and journals are purchased and subscribed on regular basis. Automation of the library service has been initiated. Internet service has been made available to the library. Annual budgetary allocation is made available to each department for purchasing equipment, text and reference books each year.
Human Resource Management	The human resource of the college is managed in a free and democratic manner. For the management of the students' affair, at present the college has a Students' Union (Acting). The Teachers' Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively. There was no Governing Body initially for the year 2018-2019, management of the college was the onus of the Administrator along with the Principal. However new Governing Body has been constituted and started functioning from May 2019.
Industry Interaction / Collaboration	The college has singed MOU with a Registered Society named Uluberia- Bagnan Jan Shikshan Sansthan, Ananda Niketan, Bagnan, Howrah to introduce Job oriented Skill Development Certificate Courses/ Training Programmes for the students of the college from the session 2018-2019.
Admission of Students	Admission is strictly on the basis of

merit. All rules regulation, seat reservation policy of the affiliated University and government are maintained. All information is properly communicated to stake holders through college website and notice board in the college. The college website includes information about fees structure, academic program, subject combinations offered and information regarding teachers, staffs and facilities offered. The admission procedure is by on-line method.

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

E-governace area	Details
Planning and Development	Major construction activity took place during this phase. Database management software is in use. The broad band with moderately decent speed was the backbone of e- governance.
Administration	Speed of communication improved and administrative instructions were started e- governed during this phase. Refurbishing of Website took place. Administrative structure, Staff details, Departmental information, Curriculum and course details, Shift information, Facilities and AQAR details were carried forward and maintained as a part of Website and e-Governance strategy. The use of e-mail regarding official correspondence is a common practice. The AISHE is submitted through on-line process.
Finance and Accounts	Salary payment system has changed and on-line system HRMS has been introduced. The salary accounts and payments are maintained through on-line method. Data base management software is in practice. The software namely HRMS (Human Management Resource System) was introduced which assures accuracy and timeliness in the generation of Pay Bills, Schedules and other Annexure required for producing Salary Bills of the establishments of Government Departments. The payments are received through on-line only. Campus Expert software is used to collect the fees from the students.
Student Admission and Support	The Admission process of the College runs through on-line method. For keeping and updating of the student's data Campus Expert software is used.

Examination	Important notices and information are
	uploaded in the College website for the
	benefit of all the stakeholders. The
	examination marks for Internal and
	Tutorial examinations for the CBCS-cum-
	Semester System are submitted online.

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	
Nill	NIL	NIL	NIL	0	
No file uploaded.					

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)
2019	NIL	Non- teaching Staff training Programme on Excel	29/06/2019	08/07/2019	Nill	11
			View File			

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
Orientation Programme	1	20/02/2019	19/03/2019	28
Refresher Course	1	02/01/2019	25/01/2019	24
Refresher Course	1	04/09/2018	25/09/2018	22
		<u>View File</u>		

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

Teaching		Non-t	eaching
Permanent	Full Time	Permanent	Full Time
0	13	0	0

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Group insurance, Staff Credit Co-Operative Society, Provident Fund.	Group insurance, Staff Credit Co-Operative Society, Provident Fund, Festival Bonus	Students' Health Home, Student Aid Fund, Government Scholarships, Students fee concession, Rail and bus concession

6.4 – Financial Management and Resource Mobilization

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

Institution conducts internal financial audit as well as external financial audit regularly. Internal audit done by M/s. D Das and Kamaluddin, Moon Plaza, 3rd Floor, 62 Lenin Sarani, Kolkata-700013, West Bengal. External audit done by Agarwal Mohit and Co. 5B Deb Lane Kolkata- 700014 on behalf of Department of Higher Education, Government of West Bengal, Bikash Bhavan, Kolkata.

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		
NIL	0	NIL		
No file uploaded.				

6.4.3 - Total corpus fund generated

0

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	No Nill		No	Nill
Administrative	No Nill		No	Nill

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

NIL

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

• Non-teaching Staff training Programme. • Dengue Awareness Programme. • Awareness Programme on Cancer Awareness and Prevention.

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

• Augmentation of infrastructural facilities for stakeholders • Organizing Workshops for quality improvement • Organizing health awareness programmes for stakeholders • Augmentation of ICT facilities

6.5.5 – Internal Quality Assurance System Details

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

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	One- day workshop on the modalities of Examinati on/Evaluatio n/Assessment System under CBCS	05/10/2018	05/10/2018	05/10/2018	61
2019	State level Seminar cum Awareness Programme on Cancer Awareness and Prevention	31/03/2019	31/03/2019	31/03/2019	360
2019	Dengue Awareness Programme and Campus cleaning Drive	29/06/2019	29/06/2019	29/06/2019	103
2019	Non- teaching Staff training Programme	29/06/2019	29/06/2019	08/07/2019	11
2019	Job oriented Skill Development Certificate Courses/ Training Programmes on Beauty culture	20/05/2019	03/06/2019	04/12/2019	31
2019	Job oriented Skill Development Certificate Courses/ Training Programmes on Cutting and Tailoring	20/05/2019	03/06/2019	04/12/2019	51
2019		08/02/2019	08/02/2019	30/03/2019	432

	Educational excursion for students					
<u>View File</u>						

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nill	Nill	0	0

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

Percentage of power requirement of the University met by the renewable energy sources

Conversion of existing Luminaires to green and efficient LED technology in order to save energy and reduce the carbon footprints.

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries	
Ramp/Rails	Yes	10	
Physical facilities	Yes	7	
Rest Rooms	Yes	10	

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nill	01/07/2 018	180	Afforda ble Commu nication	Concess ion for C ommunicat ion	654
2019	1	Nill	02/01/2 019	180	Afforda ble Commu nication	Concess ion for C ommunicat ion	654
2019	Nill	1	31/03/2 019	1	State level Seminar cum Awareness Programme on Cancer Awareness and Preve ntion	Health Awareness	360

2019	Nill	1	29/06/2 019		Dengue Awareness Programme	Health Awareness	103
<u>View File</u>							

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

Title	Date of publication	Follow up(max 100 words)	
NIL	Nill	NIL	

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants			
NIL	Nil	Nil	Nil			
No file uploaded.						

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

- Maintenance of existing greeneries and plantation of saplings. Restriction on using plastic tea-cups. • Use of water purifying system for drinking water.
 - Use of Energy Efficient lamps to save energy. Encouraging the habit of using dustbins. • Restriction on smoking.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Practice #1 Title of the Practice - Empowerment of students through value-added courses Objectives of the Practice - The objective is to empower students with the fundamental knowledge of some area of specialization. These value-added courses will introduce the students to practical world of job market and allow them to go beyond their curriculum and facilitate them to extend their interest level in this area. The Context - The college is situated in a rural area and most of the students are coming from poor economic background. Though the college is a co-educational institution but an interesting feature is that the percentage of female students are more than the male students. Considering this special feature of the student composition and taking into account the socioeconomic background of the locality, it appeared that introducing the courses that would empower the female students to earn on their own without hampering their household duties, should get priority. The courses have been selected from this context. The Practice - The following two value-added courses are introduced: 1. Beauty Culture Course: • The course has been organized jointly with Ananda Niketan, Howrah. • The classes, both theoretical and practical, are held in the rooms provided by the College. • Total 31 students have participated in this course. • The course duration is 6 months. • Two senior teachers are the coordinators of the course. • Two classes per week of two hours duration are taken by experienced teachers. • A nominal amount of course Fee has been charged from the students. • Students of Sc/ST categories are free from course fee. 2. Cutting and Tailoring Course • The course has been organized jointly with Ananda Niketan, Howrah. • The classes, both theoretical and practical, are held in the rooms provided by the College. • Total 51 students, divided into two Groups, have participated in this Course. • The Course duration is 6 months. • Two senior teachers are the coordinators of the Course. • Two classes per week of two hours duration are taken by experienced teachers • A nominal amount of Course Fee has been charged from the students • Students of Sc/ST categories are free from Course Fee. • The materials required for this Course are partially provided. Evidence of Success - The students' attitude and reaction towards both the value-added courses are very positive. During the ongoing periods of the courses the enthusiasm among the

participating students is remarkably high which reflects the success of the

endeavour. At the end of the courses the students started applying their acquired knowledge from the courses. They are also getting some part-time jobs from their localities and have started small earnings. Problems encountered -As there are several students willing to take the courses but the intake capacity for the courses are limited, the College has to take the decision for enrolling the students for the courses on a first-come-first-served basis. As a greater number of students showed interest for Cutting and Tailoring Course, decision had been taken to make two batches to enroll as much student as possible. Space to be provided by the College to run such courses on a regular basis is also an important bottleneck. It is in general a tough job to satisfy the need of all the stakeholders at the same time. Resources Required -To provide a permanent space for continuous running of such courses is a serious problem. Resource is required to augment such infrastructure. Allocation from College Fund has been utilized for the infrastructural development required for this year. More resource is required for the upkeep and further development of the infrastructural facilities of the institution for offering more Value-added courses on a regular basis. Practice #2 Title of the Practice - Training of Nonteaching staff in computer application Objective - To empower the non-teaching staff of the College in computer application it has been felt necessary to initiate a training programme for them. All the official work and data management systems are becoming computerized with time, thus it is of immense importance to know computer application and software handling for the nonteaching office staff of the college. Context - The college authority has recruited eleven non-teaching staff in the previous academic year. To prepare them to work with the software which are regularly used to perform the day-today official works of the college, it has been felt necessary to organize a training programme in computer application for the non-teaching staff. Practice - A Training Programme of 10 days duration on computer application has been organized for all the non-teaching staff of the college. The following softwares are explained and demostrated in the Training programme by a qualified guest instructor. • MS-Office • Power Point • Excel Evidence of Success - The non-teaching staff took the training with great enthusiasm and seriousness. This training programme has enhanced their technical skill. The program has improved the technical capability, capacity, productivity and performance of the non-teaching staff in their field of work. The success of organizing the training programme is evident from the enhancement of the technical competence of the non-teaching staff in office work. Problems encountered - Providing adequate ICT infrastructure requires financial resources. Technically, this type of Training programme should be organized periodically for further enhancement of technical knowledge as there is diversity of educational and technical background among the employees, but that would require more resources. Resources Required - More resource from college fund is required for providing better computer infrastructure in college office. This will mature into fruitful culmination of the Training of Non-

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

teaching staff in computer application programme.

https://www.bagnancollege.in/AOARlink22/Best Practices 2018-19.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

Bagnan College is situated in a rural area. The distinctiveness of the institution is embedded in its principles of diffusing noble inspiration and culture amongst the neighbouring villagers, specifically to cater for educational interests of the public at large and to promote and encourage

advancement of Arts, Science and Commerce education and to empower women and weaker sections by providing quality education through equal opportunities. A large part of the students is coming from lower socio-economic background and a sizeable portion of them are first generation learners. Pursuing higher education is a hard-earned achievement for all of them. To fulfill their expectation and dream, Bagnan College earnestly tries to give the students a healthy academic environment. This institute is distinctively designed to build a support system among first-generation students and other students including minority and other backward communities. Being a co-educational college and located in a rural area, it is a healthy sign that the ratio of female to male students is gradually rising. The College also runs a Morning shift with female students only, mainly to support those students who have need to serve their families by working day-time and could not pursue higher education otherwise. The primary aim of Bagnan College is to produce honest, aware and truly educated citizens of the country who will place the good of the country and society over their personal well-being. Our motto is to produce citizens who are respectful to the tradition and culture of the country, aware of their social relevance and importance, and above all, confident and able to earn their livelihood.

Provide the weblink of the institution

https://www.bagnancollege.in/AOARlink22/Institutional Distinctiveness 2018-19.p df

8. Future Plans of Actions for Next Academic Year

• To extend and enrich the academic environment by organizing Seminars on new modalities of NAAC Assessment. • To organize Blood donation and Thalassemia detection camps. • To continue the health awareness programme on Vector borne diseases. • To continue the renovation and refurbishment of infrastructural facilities. • To continue the overall repairing work of the college building. • To take necessary action to fill up the vacant substantive teaching posts and non-teaching posts. • To continue sensitization programme regarding the new CBCS cum Semester system. • To continue enrichment of students through educational tours/excursion. • To continue green initiative by tree plantation. • To celebrate the bi-centenary of great educationist and social reformer Iswar Chandra Vidyasagar. • To take initiative to introduce new UG courses. • To continue Skill development and Job oriented Short Term/ Certificate Courses/Training programmes for the students. • To implement Government Transfer orders of the teachers. • To encourage and co-operate teaching faculties for higher studies/ research works/training and refresher course etc. for academic development.