YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	BAGNAN COLLEGE
• Name of the Head of the institution	Dr. Badal Kumar Maity (Mrs. Soma Mukhopadhyay TIC, till 22.12.2021)
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03214272258
• Mobile No:	9434147399
• Registered e-mail	bagnan.college@gmail.com
• Alternate e-mail	maity.badal@gmail.com
• Address	Vill. - Khalore, P.O. - Bagnan, Dist. - Howrah
• City/Town	Howrah
• State/UT	West Bengal
• Pin Code	711303
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Calcutta University**
• Name of the IQAC Coordinator	**Piyas Chakrabarti**
• Phone No.	**03214272258**
• Alternate phone No.	**9433105807**
• Mobile	**9830413892**
• IQAC e-mail address	**iqacbc1958@gmail.com**
• Alternate e-mail address	**srabanibasu96@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	[https://www.bagnancollege.in/aqar ssrdocs/AQAR%202020-2021.pdf](https://www.bagnancollege.in/aqarssrdocs/AQAR%202020-2021.pdf)
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	[https://www.bagnancollege.in/AQAR link22/Academic_Calendar_2021-202 2.pdf](https://www.bagnancollege.in/AQARlink22/Academic_Calendar_2021-2022.pdf)

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**71.05**	**2005**	**20/05/2005**	**19/05/2010**

6.Date of Establishment of IQAC	**29/10/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Dipanwita Das	Major Research Project	Higher Education, Science & Technology and Biotechn ology, Government of West Bengal	2018 FOR 3 YRS.	1497800

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	0	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

* Covid-19 Vaccination Programme for the students * Painting of College Building * Sanitization of the College Building and the adjacent premises as per Covid-19 Protocol *Addition of class rooms and making required furniture and refurbishment of Laboratories *Continuation of online teaching learning and evaluation through different platforms like Google class room, Skype, Zoom, Google meet, YouTube and e-mail

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

Plan of Action	Achievements/Outcomes
Online Admission	Implementation of Online Admission
Sanitization of College Building and the adjacent area	Sanitization of College Building and the adjacent area following Covid-19 Protocol
Continuation of Online teaching learning and Evaluation process	Continuation of Online teaching learning and Evaluation process through different platforms like Google class room, Skype, Google meet YouTube and email
Painting of College Building	Painting of College Building has been done
Addition of class rooms and making benches, tables, platforms, chairs etc. and refurbishment of Laboratories	Addition of class rooms and making benches, tables, platforms, chairs etc. an refurbishment of Zoology, Botany and Food & Nutrition Laboratories have been done
Promotion of two teachers and one librarian under CAS	Promotional work of two teachers and one librarian under CAS have been organized
Purchasing of computers, printers etc. to facilitate academic and official work	One computer and laser jet printer have been purchased
Purchasing bar-code printer for Central library	Purchased bar-code printer for Central library
Repairing of toilets and building ramps	Repairing of toilets and ramps building completed
Electrical wiring of New Science building	Electrical wiring of New Science building work completed

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body (GB)	17/07/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	13/01/2023

15.Multidisciplinary / interdisciplinary

In order to develop the all-round capacities of the students – intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the college is preparing to include multidisciplinary subjects as per the National Educational Policy 2020. Keeping in view the problems faced by the students, the college is planning to set up short term and vocational courses. The aim is to make the students equipped, so that they do not need to rely on Government jobs but instead pave a way towards self-employment. As the College is preparing itself to have more of multi-disciplinary subjects it tries to identify the programme learning outcomes along with courses and unit learning outcomes that define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that each programme achieves its goal.

16.Academic bank of credits (ABC):

Academic bank credits (ABC) is a key component of the NEP-2020 that academic institutions must implement. The institution is very much eager to implement online courses through National schemes like SWAYAM, NPTEL, Coursera, etc., for our students and considering for credits earned against elective courses.

17.Skill development:

The vision of the college is promoting Value-Based Quality Education, hence the college takes efforts to inculcate positivity among the learners. The college also celebrates National festivals like Independence Day and Republic Day. Observing various programmes like World Aids Day, Environment Day, observing the Death and Birth Anniversary of our National leaders which help in imbibing the good qualities of the students. Mentoring students is also one of the practices of the institution, to enable students to explore future employment pathways after graduation, and help them get the most of their studies.

The extension of add-on programs along with curriculum is critical for hastening skill development. The institution plans to conduct more programs on personality development, skill development as well as lifesaving skills-based programs with the support of highly qualified professionals / resource persons for the students of all disciplines of the College. Bagnan College has already joined hands by signing MOU with Institutes/ Organizations of State and National repute for conducting various activities dedicated to foster entrepreneurship among students.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The deliveries of lectures in the classrooms are generally done in a bilingual mode (English and vernacular) especially in the Science and Commerce stream. In Humanities stream the lectures are delivered mainly in vernacular. The promotion of Indian arts and culture is beneficial not only to the country but also to individuals. Regarding the adoption of Indian languages, at present the college offers Bengali and Sanskrit as Indian languages in degree courses. Saraswati Puja, Basanta Utsav, Nabi Dibas, Bhasha Dibas, Rakhi Bandhan etc.are the noted festivals which are celebrated in the College to promote the rich Indian cultural heritage, national integrity and awareness of Indian languages among the students and other stake holders of the College.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The College also makes an effort to understand that a pursuit of knowledge is a life-long activity and to acquire positive attitude and other qualities which will lead students to a successful life. To interpret, analyze, evaluate and develop responsibility and effective citizenship is one of the programme outcome (PO) of the students.All courses are designed with outcomes centred on cognitive abilities namely Remembering, Understanding, Applying, Analyzing, Evaluating and Creating. Apart from the domainspecific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so that the students can contribute proactively to economic, environmental and social well-being of the nation. The Course Outcomes (COs) are also aligned to the PO philosophy. Syllabi for all courses have been designed by theUniversity of Calcutta under which the College is affiliated, with due consideration to economic and social needs at large so as to apply the spirit of NEP.

20.Distance education/online education:

Due to Covid -19 pandemic, educational institutions in the country

have increasingly involved in using the digital platforms for engaging classes, conducting examinations, conducting conferences and meetings. Online education has broken the geographical barriers creating interaction of experts and students from far off places. Opening up of the economy including that of educational institutions has paved the way of adopting hybrid mode of education combining online and offline resources. This can be considered as the new normal, which is envisaged in New Education Policy as well. Due to the experience gained during lockdown period of Covid-19, access to online resources by educators and students will not be a constraint anymore.Bagnan College has successfully imparted its entire course content delivery in online mode during the Covid-19 pandemic with tools such as WhatsApp, Zoom and Google Meet etc.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**394**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**5391**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1174**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**1196**

File Description	Documents
Data Template	View File

3.Academic

3.1	**82**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**85**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**26**
Total number of Classrooms and Seminar halls	

4.2	**72.05265**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**69**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- **As a part of well-planned system of curriculum delivery academic calendar is prepared at the beginning of the academic session.**
- **Following the academic calendar of affiliating university tentative dates of admission, commencement of classes,**

- internal examinations and final examinations are inserted in the college's academic calendar.
- The college follows the academic calendar to notify time to time the dates of different academic activities like admission, commencement of classes, internal examinations and final examinations.
- The academic calendar helps the faculty members to prepare their respective teaching plans. Heads of different departments closely monitor the matter relating to completion of syllabus as per teaching plan. Internal examinations and assignments are part of Continuous Internal Evaluation (CIE) of students.
- Assignments are given to the students by the teachers following department specific teaching plans. Internal examinations are conducted following academic calendar.
- For enrichment of curriculum the college encourages experiential learning through visits to the pklaces of academic interest with the students.
- This particular year academic activities have been rescheduled time to time by the University due to pandemic situation and the college followed the schedule accordingly.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- The college adheres to the Academic Calendar issued by the University of Calcutta.
- As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly followed.
- The current session followed online classes as well as offline classes for different time span according to Government orders issued time to time for the pandemic situation.
- Continuous assessments in all subjects as per the norms of the University of Calcutta have been followed.The marks obtained by the students for the Internal Assessments have been uploaded in the University portal within the appropriate time.
- In the Humanities stream, a Tutorial component is also part of the Internal Assessment conducted according to a well-defined schedule.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

14

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- **The institution prepares students to meet the challenges of gender inequity, environmental crisis, and erosion of human values in society. Some courses already have such topics in their syllabi, but all students are sensitized regarding the imperatives of sustainable environmental practices and Gender equality through celebrations like World Environment Day, Human Rights Day, and International Women's Day.**
- **Gender issues are included in UG syllabi of Political Science, English, Education, Bengali, History, Economics and Philosophy. The courses shed light on women's education and inequality and women empowerment. It focuses on their role in literature and social reforms. Human values are included in UG course of Philosophy and Education as part of ethics, peace**

education and value education.

- Environment/sustainability is addressed in core, SEC and GE courses of Botany, Zoology, Economics, Physics, Food and Nutrition, Chemistry. The syllabi focus on different dimensions of environment ranging from ecology, biodiversity, sustainable development, renewable energy, and green chemistry.
- Mandatory Environmental Studies Course is included in Ability Enhancement Compulsory Course in Semester 2 of the CBCS curriculum.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

2076

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.bagnancollege.in/AQARlink22/Student_Feedback_2021-2022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2789

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

532

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- **Teachers evaluate the competence levels of students on the basis of their academic performances in examination as well as their communication in class and participation in discussions. The students identified as advanced learners are provided access to e-journals and advanced e-books.**
- **Regular mentoring enables the teachers to identify the problems of the slow learners. Academic problems are discussed in both online and offline mode and teachers try their best to solve the difficulties of the academically poor students.**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
5391	**82**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- **To enable the students in getting a holistic approach towards acquiring knowledge, apart from lectures, they should be given hands-on knowledge and exposure to the world. But due to pandemic experiential learning process (lab classes, field work, project development etc.) was hampered a lot.**

1) Experiential Learning:

- **Laboratory based learning: Learning through experimentation-**

For subjects like Physics, Chemistry, Zoology and Botany practical experiments/ assignments are done by the students under the supervision of the teachers. This helps them prove and see with their own eyes what they have learnt in the theoretical classes.

- **Projects for B.Com Hons. and Economics Hons. and AECC2 (ENVS): Short projects have to be prepared by the students.**
- **Students of Zoology and Botany prepare the field work under the supervision of the allotted teachers.**

2) Participative Learning: For the students' active participation, the following methods are taken: Subject related Quiz, Extempore

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- **The college has prioritized use of ICT in teaching -learning. Preparation of e-resources in various subjects in the form of PPTs, digital material, and top resource links has created are positron of knowledge, available to students in the departments.**

- **All teachers now use of modern methods of teaching learning, such as Google classroom, google meet, and WhatsApp. Teachers used email, google classroom, google meet to conduct online class and used google forms to take semester exam to evaluate students during the pandemic.**
- **The University examinations were held through online mode during pandemic but the final Semester Exams and Exams of Semester 2 and 4 were conducted in the off-line mode.**
- **The college portal is used to put up notifications and examination guidelines, University question papers. LCD projectors are conducted in available smart rooms, as needed. The virtual platform was extensively used due to the pandemic.**

File Description	Documents
Upload any additional information	*View File*
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

82

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	*View File*

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

82

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

986

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- **During the pandemic period the assessments and correction of answer scripts were done online.**

- **The final Semester and later on the Fourth and Second Semester Examinations were done in the offline mode.**
- **The students were given detailed guidelines regarding the online process and were guided by the teachers in case of any difficulty.**
- **The students are intimated about the exam schedule through the website Class attendance of the students also carries 10 marks. Attendance for each course is maintained by the college.**
- **Continuous Internal Evaluation is done by the departments throughout the semester. These include internal assessment exam, assignments and tutorial (only for languages, humanities and social science), verbal interaction and subject related quiz.**
- **Theformative evaluations help the students prepare better for their final examinations.**
- **Students are encouraged to approach the teachers for any clarification.**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- **Both the internal and external examinations were held online during the pandemic period for Semesters One, Three and Five.**
- **The final Semester and later on the Fourth and Second Semester Examinations were done in the offline mode.**
- **The students were given detailed guidelines regarding this process and they were directed by the teachers if they faced any difficulty.**
- **The copies of the answer scripts are preserved for any future query.**
- **Any inquiry coming up within this period can thus be addressed to without much difficulty.**
- **The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment.**
- **The students are free to discuss with the teachers about their mistakes and ways to improve their result.**
- **The University examination system under CBCS also requires that the students be marked on their class attendance in each course.These marks are added to get the final result.**

- If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College and regular correspondence with the University are maintained till the student receive the corrected mark-sheet.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- The institution not being autonomous has to adhere to the given course curricula for University programmes which are uploaded on the University website.
- Awareness regarding PO and CO For teachers and students (both prospective and existing):
- The POs and COs of different subjects are put up on the website of the college.
- The detailed syllabus of the different programs isavailable in the website of University of Calcutta.
- In the first part of the session 2021-2022, due to Pandemic, each department of the college communicated the Programme Outcomes, Programme Specific Outcomes,Course Outcomes in Online mode at the commencement of classes, and it is clearly displayed on college website.
- In the later part of the session 2021-2022, the college has reopened andeach department of the college communicated the Programme Outcomes, Programme Specific Outcomes,Course Outcomes in the class at the commencement of Semesters and it is also displayed on college website.
- The first semester students are informed of the desired outcomes of their chosen programmes in the Orientation Programme and Induction Programmes organized by the college and the individual departments respectively.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- **By monitoring the attainment of program outcomes, program specific outcomes, course outcomes, this college regularly attempts to evaluate whether the students are able to achieve their goals.**
- **Throughout the year the departmental faculties record the performance of each student by taking on-line class tests, internal assessments, tutorials, Viva voce etc.**
- **Finally university level theory and practical examinations help in measuring the attainment level of the students.**
- **Analysis of progression of the students into higher education also helps the college to evaluate the attainment of PO, PSO.**
- **Moreover, the college has an active Career Counseling Cell which organizes webinars on job opportunities so that students can receive proper guidance and be more successful in future.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

848

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.bagnancollege.in/AQARlink22/Student_Feedback_2021-2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.72

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

2

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

14

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

4

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Students' Vaccination Program Conducted by Bagnan College

- **Under the direction of the Ministry of Health and Family Welfare, Govt. of West Bengal, District Magistrate Howrah placed an order on Bagnan College to administer the program in collaboration with Bagnan Hospital and local administration. On that order, it was mentioned to appoint a nodal officer from the college teaching faculty.**

- **Altogether 107 staffs, including teaching and non-teaching were involved in different formats of the whole work.**

- **Vaccination Days' Details-**

- **Date**

  Time

  No. of Teaching staff involved

  No. of Non-teaching staff involved

  No. Health Staff from Bagnan Hospital

  No. Security Persons from Bagnan Police station

  No. Internet operator from Khalore Gram Panchayat

  No. of Students vaccinated

01.10.2021

10 A.M to 4 P.M

42

21

12

08

01

554

04.10.2021

10 A.M to 4 P.M

39

21

12

08

01

531

2. Post Pandemic Sanitization

Sanitization programme has been conducted by the BagnanCollege NSS Unit I,II,III in collaboration with Local Administration when the offline classes began from February 2022.

3.Intensive Campus Cleaning Programme

Intensive Campus Cleaning Programme hnas been conducted by the BagnanCollege NSS Unit I,II,III in collaboration with Local Administration to ensure maintaing clean and hygienic environment for all stakeholders.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	<u>View File</u>
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<u>View File</u>

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1173

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

4

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- **The college has a three storied building and a two storied new science building. The college has 26 classrooms. Out of 26 classrooms, 05 is designated as smart classrooms, 02 are seminar halls and 09 are updated laboratories.**
- **The college is Wi-Fi enabled with 11 access points.**
- **There are 86 computers in the college, out of which 69 are solely designated for students.**
- **SOUL software is used in the library. Students have bar code enabled identity card.The college is a member of N-List and NDL.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- **Our College encourages sports activities and is proficient, especially, in football. Students take part in Inter-college, district, State Level competitions for different events. The College have a playground of its own, where the Annual Sports of our college takes place. The College provides the sportspersons with kits and equipment for their advancement. The Games and Sports sub-committee monitors and supervises sportingactivities and needs.**

- The Boy's Common Room is equipped with Indoor Games like Table Tennis and Carom.There is a gymnasium with equipment for providing training to the students and to enhance their fitness programme.
- There is a courtyard inside the college campus forconducting various indoor games.
- Cultural activities: The College has an active Cultural sub-committee that organizes cultural events like Rabindra Jayanti, Teachers' Day, Nabi Dibas, International Mother Toung Day, Basanta Utsav, in collaboration with the departments and participation of staff and students. TheStudent Union organizes Annual Social Function, Fresher's Welcome programmes with the support and participation ofstudents and staff.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

24.55

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS)

- **Name of ILMA Software : SOUL**
- **Nature of Automation (fully or partially) : Partially**
- **Version : 2.0**
- **Year of Automation -2017**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)

`0.1138`

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

`28`

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- **Regular maintenance is carried out for all desktops and laptops by the technicians. All the computers have internet connection. There are two browsing centers: Computer Science Lab and Library.**
- **Internet Lease Line Connection of 20 Mbps from Ether net for the current year. The college encourages staff and students to use free softwares. Linux is used by the Computer Science department. Software upgradation has been carried out as and when needed. There are one ICT enabled classrooms with LCD projector and 3 overhead projectors. Projectors are repaired and maintained through temporary orders.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

86

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 – 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

72.05

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- **The college has a decentralized mechanism for maintenance of physical, academic, and other support facilities. Naturally, the budget of the college is placed in the meeting of the Finance Committee by the Convenor making budgetary provisions**

for all these facilities. After that the budget is placed in the Governing Body and Governing Body approves the budget or makes any change in the expense made for any such work.

- Maintenance of academic facilities: For all academic requirements; the HODs place their demands to the Head of the Institution. Approximate budgets are stated on most occasions. The Head of the Institution places the requisition in the meetings of the Governing Body, Finance, Library or any other relevant committee. Tender notification is then done or local vendors supply the necessary items. The laboratories are maintained by the support staff.
- Maintenance of Physical Facilities: Building, plumbing, electricity maintenance is done by regular basis. The college has one electrician cum caretaker who looks after the college.
- Campus Cleaning:There are cleaning staffs for cleaning of campus area, classrooms and labs.
- IT Infrastructures: For the maintenance of IT infrastructures, the college had made an AMC with the vendor.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

2804

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

22

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

617

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

617

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

84

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

- **Institution facilitates students' representation in the following committees of the college- IQAC, Finance sub-committee, Purchase sub-committee, Academic sub-committee, Admission sub-committee, Library sub-committee, Anti-ragging sub-committee, Grievance Re-dressal cell, Games and sports sub-committee, Cultural activities and celebration sub-committee, Boys' common room sub-committee, Girls' common room sub-committee, College magazine and wall magazine sub-committee, College prospectus sub-committee, Career and Placement cell, Canteen sub-committee, Campus cleaning sub committee, Social awareness sub-committee, NSS advisory committee.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	*View File*
Upload any additional information	*View File*
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	*View File*

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- **There is no registered alumni association as yet, the process has been initiated. But all the Departments keep their own Alumni records and regular interaction and communication with them is a general practice.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- **Vision of the Bagnan College has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and**

- application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality.
- The governance of the institution is in accordance with the vision and mission statement reflecting the goals and objectives of the institution. The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community.
- Towards this objective, job-oriented courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent.
- A host of co-curricular activities conducted during the course of a year, celebration of important days and events and cultural programmes organized by this College, seek to enhance the cultural development and moral values of the students.
- Awareness of environmental and ecological issues and understanding the need for sustainable development is generated through a variety of measures like Green Audit exercise, tree planting ceremonies.
- We encourage the staff and students to participate/organize seminars, Workshops.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The President of the Governing Body and the Principal (Exofficio, Secretary, Governing Body) lead the governance and management of the institution. The members of the Governing Body headed by the President take major decisions for the developmentof the college.
- Day to day functions are carried out by the Principalwith help of the teachers, non-teachers and students.
- A democratic and participative management system is followed in which the teaching, nonteaching and students - all contribute.
- There are different sub-committees formed by the Governing Body for discharging different types of duties and

- responsibilities which include teachers, non-teachers and students, this may be the best example of democratic and participative management.
- A decentralized administrative system provides the best facility to all the stake holders and to the students in particular.
- Before Implementation of any important measure the Principal convenesthe meeting of the respective Committeeanddiscusses the issueswith all the members to derive the best outcome.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Examination and Evaluation:

- Internal examinations are regularly held before the final examination. Departments also take remedial classes for educationally backward students and also counsel them for the syllabus.
- However due to Corona pandemic the college was closed during the first part of the Academic Session, all Odd Semester examinations were held online. Only the final and even Semester examinations were held offline.

Teaching and Learning:

- Each department reviews the progress of the syllabus from time to time and forward necessary suggestions for smooth ending of the syllabus fruitfully.
- Some teachers also used ICTs tools and techniques for delivering lectures to the students.
- Classes were held online during the lockdown time and normal offline classes were held with restricted manner when the lockdown period was over.

Library, ICT and Physical Infrastructure/ Instrumentation:

- College Central Library is partially automated with computer barcode based circulation.

- **Two computer labs, college office and teachers' room have Local Area Network facilities and Internet. We also have smart classrooms.**
- **The college has a gymnasium, canteen, purified water cooler for students. The Science departments have their own laboratories equipped with modern instruments. However due to Corona pandemic during the year, utilization of these facilities, except ICT, was not at its maximum.**

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution has various bodies for smooth execution of work in all departments.

GOVERNING BODY

- **The Governing Body as per the Constitution of the college has 10 members in all. It comprises of the President, Head of the Institution, while there 3 Teacher Representatives and 1 Non-Teaching Staff Representative, 1 Government Nominee, 1 WBSCHE Nominee and 2 CU Nominee.**
- **The Head of the Institution form the nucleus of the administration with final authority in all financial matters. The Head of the Institution is vested with the day to day running of the college. The Head of the Institution along with the Bursar, IQAC Coordinator, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates the entire work process. All Teachers to be vested with the post of H.O.D on rotational basis.**
- **Different Committees are set up with teacher Convenors as respective committees like Research Committee, Career Counselling Committee, Routine Committee etc.**
- **Service Rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the college and the rules of the state government as**

amended from time to time in this regard. The promotional policies for teachers are according to the different government orders as released by the Department of Higher Education.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	<u>View File</u>
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- **Government of West Bengal has provisions for several welfare schemes which are available for both teaching staff as well as non teaching staff which are availed through individual applications and the applications are processed on a timely basis.**
- **There is provision of maternity leave, Child Care leave given to the staff.**
- **Various other forms of welfare schemes are available for the permanent teaching and non-teaching staff, like General Provident Fund.**
- **There is Co-operative credit society for the permanent staff.**

- **There is Group Insurance Policy for all permanent staff.**
- **There is Quick Provident Fund Loan Facility**
- **The Co-operative credit society of the College, a registered society established in 1983 offers soft loans (short-term, long-term, medical and festival) to its members.**
- **On the day of retirement of an employee the Institution gives him/her the cheque of the Provident Fund.**
- **The Co-operative credit society also issues the cheque on the day of retirement containing the retired person's share capital, thrift fund and interests accrued thereof.**
- **There is an in-house Canteen facility available for teaching and non-teaching staff.**

There is a welfare scheme for disbursing Puja Bonus for Casual non-teaching staff.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- **The College has adopted Performance Appraisal System for teaching staff and librarians since 2015.**
- **The records maintained by the teachers themselves in a College-designed Annual Self Appraisal Report book.**
- **Annual Self Appraisal Report book bear records of individual teacher's academic, administrative, co-curricular activities,**

attendance, classes taken, leave taken and continuous professional development.
- Monthly and Annual reports are recorded manually in the Self Appraisal Report book.
- Feedbacks are taken from students and Teachers through a structured questionnaire encompassing communication skills, effective curriculum delivery and the teacher's ability, completion of syllabus, overall academic environment, facilities received from the Institution.
- The analysis of the feedback helps a lot in improvement of the administrative atmosphere of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- The Internal audit of the Institution is done by a qualified chartered accountant with approval from the Governing Body.
- Maintenance of Stock register in a proper format, timely submission of income tax, profession tax, GST are also done on a regular basis.
- The Education Directorate of the Department of Higher Education, Government of West Bengal is the competent authority for the appointment of auditors (Audit Firm) for the purpose of 'Audit of accounts of Grant-in-Aid Colleges' in terms of the Government Order No. 364-Edn(CS), dated 02.03.1973. They maintain a panel of auditors for the purpose of the mandatory audit of accounts of Grant-in-Aid Colleges.
- It is mandatory for the college to execute the External audit of the college accounts by the auditor duly appointed by the Government.
- The auditor so appointed prepares a report on the basis of its observations.
- The External audit report is mandatorily sent to the office of the Director of Public Instructions, Government of West Bengal, immediately after the execution of the External audit.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- **The Institution maintains a transparent and well-planned financial management system.**
- **The head wise budgetary allocation prepared by the Bursar in the beginning of the financial year is approved by the Governing Body towards creation of a more enriched academic environment befitting for all stakeholders.**
- **A statutory Finance Committee keeps a close vigilance on the income-expenditure pattern of the College.**
- **Sending proposal for government grants and its utilization are taken care of by the Purchase Committee, Finance Committee and Governing Body of the college.**
- **Funds are provided for Experiential Learning programme, the outreach, co and extracurricular activities of the students which is a major area of concern.**
- **The main sources of funds are mainly plan and non-plan allocation of the State Government and College Development Fund and College Fund.**
- **Above all the students are deemed to be the main stakeholders.**
- **Transparency and accountability are ensured by conducting an**

- annual internal audit.
- **Bursar and Accountant (in-charge) oversee the financial administration of the College.**
- **Bursar is appointed by the Governing Body to manage the domestic and internal finances of the College, and to help the Principal in the maintenance of the accounts and in the day-to-day financial affairs.**
- **The statutory Finance Committee plays a crucial role in monitoring the budgeted allocation under different heads and major expenses of the College.**
- **The Purchase Committee maintains the transparency in purchase of various items as per the rules of West Bengal Finance Department**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- **Internal Quality Assurance Cell (IQAC) of the college has tried to contribute in the implementation of quality assurance strategies and processes at all level to promote the use of technology.**
- **Technological advancement in educational transactions are undertaken by the Institution. It creates a visible impact on academic development. The campus community is adequately prepared to make use of Information and Communication Technology (ICT) optimally. Conscious effort in this direction by IQAC is reflected through orienting the faculty suitably.**
- **The pandemic that caused prolonged lock down forces compulsorily to shift to online tools to educate our students.**
- **Under the New-normal situation virtual literacy is the only available option for the educational institutions, and it acts as a catalyst to the necessary shift in the literacy platform.**
- **IQAC acts as a facilitator to bridge the gap between virtual and physical platform of learning of the campus community. The effective use of Learning Management System in multimodal forms is encouraged by IQAC.**
- **Administration Effective institutional functioning is promoted by IQAC by managing the administrative activities of the**

institution in a technology-enabled way. Electronic data management and having functional institutional website are the two significant steps. Online admission process and student data management are of immense help for smooth administrative processes.

- **Initiated Gender Audit from this session.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- **IQAC gives due importance to annual incremental improvement in teaching-learning process, structures & methodologies of operations and learning outcomes of the institution.**
- **The Academic Sub-Committee and IQAC review the distribution of class load, course load among the faculty members. They also appraise the departmental teaching plans and curriculum designs.**
- **The IQAC collects feedback from students as well as from the teachers to facilitate teaching-learning reforms.**
- **The IQAC oversees to maintain a time-frame matching curricular planning to ensure the effective learning outcomes of the students.**
- **Regular internal evaluation and taking tutorials/practical examinations and viva-voce on a regular basis are the sources of an effective mechanism to ascertain the progress of teaching learning process.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for	**C. Any 2 of the above**

improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- **For the security of the students in general and female students in particular the campus has a large number of CC cameras.**
- **The CCTV surveillance with strict monitoring at different places of the campus ensures the safety of the students.**
- **The practice of restricted entry in campus with identity card, deployment of security staff and lady attendant reflect secure environment for the large number of girl students of the Institution.**
- **Grievance Redressal Cell, Internal Complaints Committee and Anti-Ragging Committee of the college serve their fundamental duty towards student awareness with objective of solving grievances. No complaints have been received as yet.**
- **Our college provides a spacious common room for girl students with indoor games facility.**
- **There is napkin vending machine as well as napkin disposal machine to inculcate the healthy practices for the girl students.**
- **There is also a spacious canteen inside the campus where the students can freely interact between themselves and spend their leisure time.**
- **Central Library of the College provides a large Reading Room**

- **facility to the students. CCTV surveillance ensures the safety of the girl students.**
- **Large number of girl students is encouraged to take part in cultural activities.**
- **The institution performed Gender Audit to assess the present scenario regarding gender equality and equity of the college.**

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **The solid waste management is made possible through awareness program and advertisement on notice boards in campus.**
- **To ensure a hygienic, clean, plastic-free and green college campus colour-coded dustbins are placed at main sources of waste generation in the college campus.**
- **Green dustbins are used for wet wastage i.e. the leaves, twigs, vegetable waste, fruit waste, food waste.**
- **Blue dustbins are used for dry wastage in the form of paper waste i.e. news paper pages, magazine, light paper, paper board carton etc.**
- **Hazardous chemical waste from the science laboratories are**

disposed off through underground drainage system.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	B. Any 3 of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- **The college has a large number of students coming from**

- different socio-economic, cultural and religious background.
- Sincere and conscious effort is made to maintain an atmosphere of communal harmony in the college.
- We implant religious embodiment and unity amongst our students by celebrating 'Saraswati Puja' (Basant Panchami) as well as 'Nabi Dibas' to expand the domain of tolerance and harmony beyond campus.
- Besides that, our faculty members and students pay diligence for celebrating memorable days like Independence Day, World Environment Day, Basanta Utsab, Raksha Bandhan, Rabindra Jayanti, Najrul Jayanti etc.
- Moreover Fresher's Welcome and Annual Social Function are two events which are celebrated enthusiastically through the participation of large number of students as well as teaching and non-teaching staff of the College.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- The young and fresh minds of our educational institution coming from a simple rural background are embedded with moral obligation with proud celebration of Constitution Day, Republic Day and Independence Day.
- Department of Political Science play decisive role for raising awareness organizing visit to 'Bidhan Sabha' (State Assembly) where students can experience day long deliberation of the legislators.
- Most significantly our students irrespective of their departments, academic credit, religion, economic status perform in Youth Parliamentary competitions to learn leadership activity for nation building and earn special recognition every year for the college.
- Organizing programme on Electoral Literacy is a regular practice of our Institution.
- The college in collaboration with the Block Development Office arrange in-campus training programme for the first-time voters in modern system of electoral process prior to Panchayat, Bidhan Sabha and Lok sabha elections.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**E. None of the above**

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- **Bagnan College celebrates India's Independence Day with flag hoisting and singing the national anthem. Students, faculties, and administrative staffs join this celebration.**
- **The Republic Day is also celebrated with cultural program.**
- **'Swachh Bharat Abhiyan' is conducted by our college to undertake several measures for enlightening students about the importance of hygiene and sanitation.**
- **Dr Sarvapalli Radhakrishnan's birth anniversary (nationally known as Teachers' Day) on 5th September is celebrated in college involving all the teachers and students.**
- **Bagnan College celebrates 12th January as national Youth Day in commemoration of**

- Swami Vivekananda's birth anniversary.
- 'Saraswati Puja' is celebrated on the day of 'Basant Panchami' within college premises.
- 'Basanta Utsav' commemorating 'Holi' and 'Dol Jatra' is celebrated by our college.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title of the Practice: Student Immunization Programme

Objective of the Practice: Successful vaccination of the age group of 18-25 years, the majority of the students.

The Context: Under the direction of the Ministry of Health and Family Welfare, Govt. of West Bengal, in collaboration with Bagnan Hospital and local administration.

The Practice:

- Communication and collection of data from the students
- Registration in the Co-Win Portal
- Vaccination

Evidence of Success: Total 1085 students were vaccinated.

Problems Encountered and Resources Required: Vaccine hesitancy of the students regarding vaccine safety and skepticism about the efficacy of vaccine.

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Title of the Practice – Augmentation of physical infrastructure

Objective of the Practice – To improve the basic infrastructure

facilities

The Context –As the college was closed due to pandemic for a long period overhauling of infrastructure and upgradation of laboratories became a necessity when the college reopened.

The Practice –

- **Overhauling library infrastructure**
- **Upgrading science laboratories.**
- **Painting and sanitizing of the whole premises**
- **Addition of classrooms.**
- **Refurbishment of Old Science Building.**
- **Installation of Aquaguard.**

Evidence of Success – Received positive feedback from all stakeholders.

Problems Encountered and Resources Required: The financial burden of the expenditure.

File Description	Documents
Best practices in the Institutional web site	[View File]
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- **Most of the students of this co-educational institution come from low income group families mostly engaged in agriculture and informal sector activities. By educating the students the institution tries to empower them for a better livelihood in future.**
- **The number of students taking admission to the institution is gradually increasing that reflects eagerness to higher education in this rural area. The high proportion of girl students in the institution indicates a rise in woman empowerment.**
- **The academic and cultural milieu of the college inculcates a sense of trust and bonding among the students which will help them to grow as citizens respectful to the tradition and culture of the country and citizens who will place the good of the society and country over their personal wellbeing.**

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **IQAC aims at a sustainable and holistic approach to the development of the institution in a coordinated way. A major step in curricular planning is the introduction of NEP as an interdisciplinary and multi-disciplinary approach.**
- **More thrust would be given on the Value Added Courses to empower the students for self-employment which is one of the important aspects of NEP.**
- **Seminars and Workshops on different topics/issues like women empowerment, gender issues etc.would be done to encourage both the teachers and students.**
- **Extension activities would be continued in the neighbourhood areas on different issues with the cooperation of the students and teachers along with the NSS Units of the college.**
- **Conservation of energy and environment would also be on the focus of IQAC. A concrete planning for the installation of solar panel must be done in the next academic year so that optimum utilization of solar energy would be possible which will decrease the electric bill amount of the institute.**
- **Initiatives would be taken to form the Alumni association.**
- **Timely submission of Annual Quality Assurance Report (AQAR) and participation in NIRF will be the prime objective of the IQAC in the next session.**