The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.(For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)
1. Name of the Institution   Brahmananda Keshab Chandra College

Name of the Head of the institution: Dr. Papia Chakraborti

- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.:   03325772486
- Mobile no.: 9830467690
- Registered e-mail: bkccollegebonhooghly@gmail.com
- Alternate e-mail : papiarc@rediffmail.com
- Address   :111/2, B.T.Road, Bon-Hooghly
- City/Town   : Kolkata
- State/UT   : West Bengal
- Pin Code   : 700108

2. Institutional status:
- Affiliated / Constituent: **Affiliated**
- Type of Institution: **Co-education**
- Location : **Urban**
- Financial Status: **Grants-in aid/ UGC 2f and 12 (B)**

- Name of the Affiliating University: **West Bengal State University**
- Name of the IQAC Co-ordinator : **Dr Aparajita Nag**
- Phone no. **: 03325772486**
  Alternate phone no. **03324622590**

- Mobile: **9836557985**
- IQAC e-mail address: **iqac.bkc@gmail.com**

- Alternate Email address: **aparajita.nag@gmail.com**

3. Website address: www.bkccollege.org
Web-link of the AQAR: (Previous Academic Year):

https://www.bkccollege.org/aqar/AQAR2017-18.pdf

4. Whether Academic Calendar prepared during the year? **YES**

if yes, whether it is uploaded in the Institutional website: **YES**

(Academic Calendar of 2018-19 is attached as Annexure 2. Current year Academic Calendar is available in the following link)
Web link: https://www.bkccollege.org/pdf/BKC-College%20Academic%20Calendar%202019-20-26.7%20(1).pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.28	2016	from 2.12.16 to 1.12.21

6. Date of Establishment of IQAC: **07/05/2013**

7**.** Internal Quality Assurance System

7.1 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
Submission of AQAR a) AQAR 2016-17 submitted to NAAC	1.11.2018	All Stake Holders
b) AQAR 2017-18 submitted to NAAC	27.12.2018	All Stake Holders
Internal Academic Audit The IQAC team visited all the departments (both UG and PG) and the library. The report was placed in the IQAC meeting held on 10.9.18 **Arranged discussion on the new CBCS system introduced from the session 2018-19** c) Met all the teachers to discuss the academic affairs related to	16.8.18 (3hrs) 17.8.18 (3hrs) 18.8.18 (1hr 30 mins) 23.8.18 (1hr) 10.9.18 (30 mins)	All Stake Holders

implementation of CBCS structure	13.7.2018 (2hrs)	28
d) IQAC coordinator addressed B.Sc 1st sem students and IQAC member Dr Jayanta kumar Dwibedi addressed BA 1st sem students at the assembly and informed them about the new CBCS system	16.7.18 (1hr)	All Sem I (UG) students
e) IQAC coordinator and other members briefed the 2nd sem students about the new marking	18.4.19 (1hr 30 min)	37 (Staff) 106 (Students)

Seminar and Workshop

a) To celebrate the 125th birth anniversary of Prof Meghnad Saha a lecture by Prof Guruprasad Kar, ISI was arranged by IQAC	30.11.2018 (3hrs)	47 (students); 30 (faculty)
b) Seminar Proposal for a One day National seminar titled "Quality Assurance in the Age of Information Explosion" submitted to NAAC	5.7.19 (proposed)	130 participants proposed
c) "A One Week Workshop on Data Analytics" in collaboration with SQC and OR division, ISI was finalised	97.19-15.7.19 (proposed)	30 participants proposed
d) "Data Requirement of RAF and its analysis towards improvement for a better score in NAAC" by Dr T.K.Ghara, Jt DPI, Govt.of West Bengal)	14.6.2019 (3hrs)	33

Review of progress of syllabus

IQAC kept a track on the number of classes held in Semester II of the CBCS system and in a meeting with the head/coordinators of the departments recommended increase in the no of both theory and practical classes, to meet up the eventual loss of working days.	8.3.2019 (2hrs)	All 2nd sem(UG) students

Career Fair -2019 A Career Fair was organised where companies from various sectors participated. Special seminar sessions were arranged. Other colleges and various clubs and organisations in the locality were invited to attend the fair.	31.03.2019 (5hrs)	182

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Women's Hostel	Development of Non-Government College	Government of West Bengal	2018-19	1300000

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **YES**

  *upload latest notification of formation of IQAC
  Web link: https://www.bkccollege.org/iqac.html

10. No. of IQAC meetings held during the year:**7 (Apart from this IQAC members met several times to discuss the progress of AQAR and other matters)**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: **Yes**

  (Please upload, minutes of meetings and action taken report)
Web link: https://www.bkccollege.org/min.html

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes   **No** √

         If yes, mention the amount: **Not Applicable**   Year: **Not Applicable**

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

        * Submitted the AQAR for the sessions 2016-17 and 2017-18 within December 2018

        * Met the stakeholders and discussed the various aspects of the new CBCS system

        * Visited all the departments as a part of internal academic audit and placed the report

        *Organised "Career-Fair 2019" with Career Counselling and Placement Cell

        *Conducted several outreach programmes in collaboration with NSS

13. 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
1. Timely Submission of AQAR	1. AQAR for the session 2016-17 and 2017-18 submitted within December 2018
2. To organise outreach activities with NSS	2. Conducted several outreach programmes in collaboration with NSS in the adopted slum
3. To organise a Career Fair with Career Counselling and Placement Cell	3. Organised "Career-Fair 2019" with Career Counselling and Placement Cell
4. To collect feedback and analysis of the same	4. Feedback from students collected, analysed and action taken
5. Initiatives to fill up vacant teaching and non teaching posts and to create new posts as necessary	5. Two vacant teaching post filled up and process of filling up of other vacant posts ongoing. Six new teaching post created.
6. To initiate a process of getting financial support from NAAC to organise a national level seminar on quality issues.	6. Funding from NAAC received and the National Level seminar was scheduled to be held in the next academic session.

14. Whether the AQAR was placed before statutory body?   Yes /No: **Yes**

Name of the Statutory body: **Governing Body**   Date of meeting(s): 05/12/2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No**:** No (Not in 2018-19)   Date: NA

16. Whether institutional data submitted to AISHE: Yes/No: **Yes (C-43365-2018)**

Year:**2018-19**   Date of Submission: **13/09/2019**

17. Does the Institution have Management Information System?
Yes

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

- The student database is maintained by SMART College software and College Automation System Software (CAS 7.1). The CAS includes Faculty Login Module and Student Login Module with Principal as the administrator. Every teacher has access to the Faculty Module with HOD controlling the account of the department. Teachers can upload internal marks, attendance and class notes as when required. Students can access Students' Module individually and can

check their status of registration and form fill-up for university examination. They can also get the receipt against payment of college fees.

- Communication with the university regarding uploading of registration forms, attendance and internal evaluation marks are uploaded electronically directly in the university portal by the college office.

- The process of digitization of library books using KOHA software is ongoing.

- The college uses a general management information system where all the relevant data concerning staff and students of the college has been stored along with Biometric system of attendance of both the teaching and non-teaching staff.

- Payment of salary to the staff members are done through the Human Resource Management System (HRMS) of the Government of West Bengal.

- General notices of the Departments, College and University are put up in the College website.

- Recently the college authority has created closed groups in the social media for circulation of administrative notices to the teaching and non-teaching staff members of the college.

- The Departments take the help of social media to inform the students about various activities. This also helps in keeping contact with the alumni.

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

Syllabi for the undergraduate courses taught at the college are framed by West Bengal State University to which the College is affiliated. A number of faculty members of the college are members of Board of Studies (BOS) of the West Bengal State University and in other colleges that offer Post Graduate courses. Their feedback is important in developing the course content and innovation in syllabus implementation. Teachers of the college have served as resource persons in workshops on the revised syllabus of the university. Teachers attend workshops on different subjects which are being held to familiarise the new CBCS syllabi. The teachers are often asked to contribute to the model question papers prepared by the University for each subject.

At the beginning of the academic year, the college formulates an exhaustive academic calendar to ensure timely and effective completion of the syllabus. The Academic Calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the Academic Calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, extension and co-curricular activities. The Calendar is also available in the college website.

The routine committee of the college prepares the master routine and circulates it to different departments. Routine is prepared strictly in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. Based on the departmental routine, each department allocates the prescribed syllabus among the respective faculty members and holds regular meetings to monitor the progress of syllabus and chalk out plans to mitigate shortcomings, if any. Students are given details of teaching assignment of each teacher at the beginning of a session by the department. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic. To address the needs of slow learners, the respective departments of the college arrange special classes and tutorials for them. To encourage participatory learning Student Seminars are being held on a regular basis. Some of the departments encourage their students to prepare wall magazines on different topics. Few departments educational tours and excursions form an integral part of the effective curriculum delivery mechanism. IQAC monitors the whole process to ensure effective implementation of the Academic Calendar in general and the Master Routine in particular.

For Post Graduate courses in Botany and Mathematics the respective departments follow the syllabus of the affiliating university. Guest Faculty with specialisation from other reputed institutions are invited to deliver lectures on different topics for successful and timely completion of the syllabus.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year : **NIL**

Name of the Certificate Course	Name of the Certificate Course	Name of the Certificate Course	Name of the Certificate Course	Name of the Certificate Course

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year: **NIL**

Programme with Code	Programme with Code	Programme with Code	Programme with Code

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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.A Hons B.Sc. Hons B.A General B.Sc. General	B.A Hons Subjects: History, Political Science, Philosophy, Sanskrit, Bengali, English. B.Sc. Hons. Subjects: Chemistry, Physics, Mathematics, Economics, Zoology, Botany, Industrial Fish and Fisheries All subjects offered under Honours courses and Journalism and Mass Communication , Education All subjects offered under Honours courses and Statistics, Computer Science, Molecular Biology	PG in Mathematics and Botany are introducing CBCS programmes from 2019-20 as per BOS resolutions.	July 2018 (For all UG Programmes)	July 2018	
Already adopted (mention the year)					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year: **Not Applicable**

	Certificate	Diploma Courses
No of Students		

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year: **NIL**

Value added courses	Date of introduction	Number of students enrolled

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Excursion of Sundarban: Mangrove Ecosystem of West Bengal from 13/11/18-	**38**

15/11/18 (Zoology Department)	
Local Field Tour at Eco Park, Rajarhat on 20/2/2019 (Zoology Department)	**23**
Field Based Study at Zoological Garden, Alipore on 28/6/2019 (Zoology Department)	**45**
Student Project on "Study of Animal Behaviour -Common Moyna, Monkey, Squirrels and Cats" by 1st year students of Zoology Department	**36**
Student Project on "Study of Local Fauna –Wild Birds" by 2nd year students of Zoology Department	**32**
Green Audit by 2nd year students as parts of Eco-Club activity(3/10/18) by Department of Botany	**15**
Educational Excursion to Guwahati-Shillong (8/1/19-13/1/19) by Department of Botany	**26**
Educational Excursion to BSI, Howrah (5/2/19) by Department of Botany	**55**
Educational Visit to Agriculture Field at BCKV, Kalyani (18/3/19) by Department of Botany	**27**
Educational tour to Murshidabad by Department of history (18/2/19-19/2/19)	**10**
Educational Excursion at Ramakrishna Mission Vivekananda Educational and Research Institute, Sonarpur by 2nd Semester students of Department of Industrial Fish and Fisheries on 15.5.2019	**21**
Educational Excursion at a fish farm at Naihati by 2nd year students of Department of Industrial Fish and Fisheries on 3.6.2019	**21**
Research Internship-PG Department of Botany	**2**

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	**No**	**No**	**No**	**No**

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

The college has a system of obtaining feedback from all stakeholders like students, guardians and alumni. The IQAC monitors the process of feedback collection and its analysis The reports of the feedback are then discussed in details in the IQAC meetings and subsequently measures are recommended to address critical issues. Apart from regular feedbacks the IQAC also collects feedback from participants in various programmes organized by it. .

Each year all the 3rd year students fill up a questionnaire to evaluate individual teacher. The feedback form has two parts. The first part has questions related to Explicit Curriculum and the second part has questions related to Implicit Curriculum. Evaluation is done in a one-to-four scale, one meaning the worst performance and four meaning the best performance. The average score is then calculated for each teacher and the comments made by the students are also analysed for further action.

In the academic year 2018-19, we got 421 data for Explicit curriculum and 372 data for Implicit Curriculum from Under Graduate students. Feedback from Post Graduate students of Mathematics and Botany were also collected and analysed in the same manner. The detailed report is attached herewith.

The second year students give feedback regarding infrastructural facilities, library and other amenities provided by the college. A structured questionnaire containing questions regarding students' view on above facilities is used to get their impression and suggestions on relevant matters. In the academic year 2018-19, sixty-one students participated in the feedback process. Collected data has been analysed and the report was discussed in a IQAC meeting for further action. The report is attached herewith. (Annexure 3)

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
Bengali (H)	80	34	22
English(H)	80	135	54
History (H)	66	25	16
Philosophy (H)	80	12	5
Pol. Sc. (H)	80	31	18
Sanskrit (H)	25	2	2
Botany (H)	54	58	21
Chemistry (H)	80	56	20
Economics(H)	33	17	5
IFF (H)	33	133	28
Mathematics (H)	80	60	18
Physics (H)	80	43	14
Zoology (H)	80	220	68
BA (G)	150	262	108

BSc (G)	150	120	29
PG in Botany	10	17	6
PG in Mathematics	10	28	10

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	706	29	54	None	12

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
54	49	LCD Projectors, Internet and Wifi devices, Smart boards, Google classroom, Youtube videos, Plant Net Application, PlantSnap Identity, Angle Cam and Google Earth, Matlab, Tracker.	11 (Given some movable LCD projectors and screen, all 32 rooms are used as ICT enabled room effectively)	2	INFLIBNET books and journals , e-books , Google classroom, different websites, Youtube videos, Plant Net Application, PlantSnap Identity, Angle Cam and Google Earth, Matlab, Tracker.

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

Every year, at the beginning of the academic session, the college organises an assembly session for students of first semester and explain the course structure, syllabus and evaluation process in detail. Students of the college mainly come from low-middle income and low income families and in many cases they are first generation learners and therefore face many challenges in their academic endeavours as well as in social interactions. Teachers of the college take special initiative to address any issue faced by the students. All necessary information related to the student such as the contact number, email of the student, category, gender etc are initially collected by the department. Departments also maintain the records of class tests/surprise tests, attendance records, records of student seminars etc related to the reviewing of the performance of the students. To address the needs of slow

learners, the departments of the college arrange departmental meetings to identify slow learners and arrange special classes and tutorials for them. Departmental teachers maintain interaction with students through individual meetings and few departments maintain interaction through social networking sites as well. Each department also organise parent-teacher meetings and try to identify the problems faced by students and issues related to them.

It should be mentioned here that from the current academic session (2019-20) the college has introduced a formal Mentoring System to make the mentoring process more directed and effective. Under the Mentoring system, each department has assigned teacher(s) to act as mentors of each class. At the beginning of the academic session, the department-wise names of the mentors are displayed on the college website. The mentors are responsible for academic progress of their mentees and provide primary psychological counselling to those who need them and refer them for more professional counselling, if required.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
735	54	1:14

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
65+ 1 (Librarian)	54 +1 (Librarian)	11	2	37

2.4.2 Honours and recognitions 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
2018-19	Dr. Jayanta Kumar Dwibedi	Associate Professor of Economics	UGC Travel Grant to attend International Conference
2018-19	Dr. Nishi Pulugurtha	Associate Professor of English	UGC Travel Grant to attend International Conference
2018-19	Dr. Pinaki Patra	Assistant Professor of Physics	UGC Travel Grant to attend International Conference
2018-19	Dr. Swatilekha Poddar	Assistant Professor of Sanskrit	Ph. D. Awarded

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/BSc Hons & Gen		Semester-I	26/12/18	6/2/19
BA/BSc Hons & Gen		Part-I	6/7/18	29/8/18
BA/BSc Hons & Gen		Part-II	1/6/18	20/7/18
BA/BSc Hons & Gen		Part-III	26/3/19	9/5/19
PG(Mathematics)		Semester-I	26/12/18	21/2/19
PG(Mathematics)		Semester-III	29/12/18	21/2/19
PG (Botany)		Semester-I	2/1/19	28/2/19
PG (Botany)		Semester-III	21/12/19	28/2/19

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

To evaluate the students' academic development continuously with their learning, teachers of the college take unit tests after completing a portion of the syllabus. The tests are normally arranged within the class hours. This particularly helps to assess the students' weaknesses so that more emphasis can be given by the teachers and mentors and to help the students improve. To encourage participatory learning student seminars are held on a regular basis. Some of the departments encourage their students to prepare wall magazines on different topics. For some departments educational tours and excursions form an integral part of the effective curriculum delivery mechanism. Some of the departments have introduced project based evaluation systems in place of traditional evaluation methods. For example, in the current academic session, Department of History has initiated project based evaluation process for their end-term Skill Enhancement Course. Department of Molecular Biology has started home assignment instead of written examination.Other departments are also planning to introduce more innovative evaluation techniques like organizing debates, extempore, group discussion, seminar presentation etc. in the future. We are also planning to introduce   MCQ type questions for evaluation of General Course in some subjects. PG departments of the college, along with standard written test based evaluation also use seminar presentation by students as an evaluation strategy.

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

At the beginning of each academic year, the college prepares an exhaustive academic calendar to ensure timely and effective teaching-learning outcome. The academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, extension and co-curricular activities. The college tries to

follow the academic calendar strictly except for unavoidable circumstances. The academic calendar is also made available in the college website. End term examinations are conducted at the end of each semester by the affiliating university. The college uses the schedule of end semester examination as given in the academic calendar of the affiliating university and incorporates the schedule in its own academic calendar to make it easily accessible for the students. The mid-term examinations which are conducted by the college are mentioned in the academic calendar. The activities conducted by the Students' Union, like Fresher's Welcome, College Sports and College Social function etc are also included after consulting them. An Academic Calendar for PG students are made separately in accordance with their class schedule.

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)

Job opportunity flow chart as programme outcome has been provided in the college website.
Web link: https://www.bkccollege.org/menu_pdf/Joboppotunityflowchart.pdf

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.Sc. (Hons)	38	32	84.2 %
	B.A. (hons)	16	15	93.8%
	B.Sc. (Gen)	41	31	75.6 %
	B.A. (Gen)	70	7	10%
	PG in Mathematics	5	5	100 %
	PG in Botany	7	7	100%

2.6   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):

The second year students give feedback regarding infrastructural facilities, library and other amenities provided by the college. A structured questionnaire containing questions regarding students' view on above facilities is used to get their impression and suggestions on relevant matters. In the academic year 2018-19, sixty-one students participated in the feedback process. Collected data has been analysed and the report was discussed in a IQAC meeting for further action. The report is available in the college website.

 Web link: https://www.bkccollege.org/menu_pdf/StudentSatisfactionSurvey2018-19.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 Academic year
Major projects	2015-2018	UGC	1390000/-	225671/-
Minor Projects	2016 - 2018	UGC	5,00,000/- (4,35,000/- received as first instalment)	Nil
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College	2018-19	Student Projects of PG Botany and Mathematics Department of the College	-	-
Students Research Projects *(other than compulsory by the College)*				
International Projects				
Any other(Specify)				
Total			18,90,000	225671/-

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year: **NIL**

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

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

Incubation Centre	Name	Sponsored by
Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards: **NIL**

State	National	International
0	0	0

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center):* **Not Applicable**

Name of the Department	No. of Ph. Ds Awarded

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

	Department	No. of Publication	Average Impact Factor, if any
National			
International	Molecular Biology	2	
International	Mathematics	1	
International	Physics	3	(9.56+Nil+Nil)/3
International	Botany	9	5.81

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Bengali	1
English	1
History	3

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Genetic variants of Renin on the Prevalence of Diabetic Neuropathy	Kalpataru Halder	Vessel Plus	14 Aug 2018	None	Brahmananda Keshab Chandra College	None
Upshot of Epigenotics and Famine on Metabolic Syndrome	Kalpataru Halder	Diabetes and Obesity International Journal	June,2019	None	Brahmananda Keshab Chandra College	None
Au nanoparticles functionalized 3D-MoS2 nanoflower: An efficient SERS matrix for biomolecule sensing". 119, 10-17, 2018 (August).	Shib Shankar Singha	Biosenser and Bioelectronics	2018	None	Brahmananda Keshab Chandra College	None
"Bioelectrnics at graphene-biofilm interface: Schottky junction formation and capacitive transtions", 1, 10013, 2018 (October).	Shib Shankar Singha	Wiley, Medical devices and Sensor International	2018	None	Brahmananda Keshab Chandra College	None

"Electroless deposition of Pd nanostructures for multifunctional applications as surface enhanced Raman Scattering substrate and non-enzymatic sensor"4, 2503-2514, 2019 (March)	Shib Shankar Singha	American Chemical Society, Applied nano materials International	2019	None	Brahmananda Keshab Chandra College	None
Qualitative model optimization of almond (Terminaliacatappa) oil using soxhlet extraction in type-2 fuzzy environment	Sheikh Ahmed Hossain	Soft Computing A Fusion of Foundations, Methodologies and Applications Springer Soft Computing	Published online on 21st June 2019	None	Brahmananda Keshab Chandra College	None
Two New Cladosporium species from Murshidabad district, West Bengal, India. 2019. I.J.C.R.R .11(5):10-13.	Dr. Dinesh Haldar	International Journal of Current Research and Review (Y)	2019	None	Department of Botany, Krishnath College, Berhampore, Murshidabad	None
In vitro studies in neem and cassia.May 2019. Vol 6. Issue . 5	Dr.Swapan Mandal	International Journal of Emerging Technologies and Innovative Research	2019	None	Brahmananda Keshab Chandra College	None
Tissue culture studies of certain promising cashew germplasms. May 2019. Vol 6. Issue 5	Dr.Swapan Mandal	International Journal of Emerging Technologies and Innovative Research	2019	None	Brahmananda Keshab Chandra College	None
Pollen biology of cashewnut. Vol 6. Issue 5. May 2019	Dr.Swapan Mandal	International Journal of Emerging Technologies and Innovative Research	2019	None	Brahmananda Keshab Chandra College	None

Title	Author	Journal	Year		Institution	
Selection of most promising cashew germplasms by using d2 analysis in Jhargram WB. May 2019. Vol 6.issue 5	Dr.Swapan Mandal	International Journal of Emerging Technologies and Innovative Research	2019	None	Brahmananda Keshab Chandra College	None
Study of correlation coefficient in 75 cashew germplasms in WB. July 2018. Vol 5. Issue 7	Dr.Swapan Mandal	International Journal of Emerging Technologies and Innovative Research	2018	None	Brahmananda Keshab Chandra College	None
Study of path coefficient in 75 cashew germplasms in WB. July 2018. Vol 5. Issue 7	Dr.Swapan Mandal	International Journal of Emerging Technologies and Innovative Research	2018	None	Brahmananda Keshab Chandra College	None
Nyctinasty In Malachracapitata L. (Malvaceae) and its Impact on Plant Biomass and Flower Production." Vol.6, Issue 2, pgs.65-74, June 2019	Dr. Biswarupa Ghosh	International Journal of Research and Analytical Reviews	2019	None	Brahmananda Keshab Chandra College	None
Nutraceutical Impact of Phytomelatonin on Health (May 2019, Volume 6, Issue 5)	Dr. Dipanshu Kumar Vishwas	International Journal of Emerging Technologies and Innovative Research	2019	None	Brahmananda Keshab Chandra College	None

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science): **NIL**

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :				
No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	3	10	5	43
Presented papers	7	11	1	
Resource Persons	2	3	2	2

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 co-ordinated such activities	Number of students participated in such activities
Volunteers meet 07/09/2018	NSS unit of College	5	54
"Dengue Awareness Programme" at a slum in ward no 1 of Baranagar Municipality on 14/09/2018	NSS unit and IQAC	8	18
Visit at MSME for Dengue Awareness and Swachha Bharat programme on 20/9/18	NSS unit of College	2	10
Landscaping & Gardening Programme 06/12/2018	NSS unit of College	10	40
Household Survey conducted at the adopted slum (28/1/19-29/1/19)	NSS unit of College	2	18
Outreach programme at the adopted slum at ward no 1 of Baranagar Municipality (2/2/19-8/2/19)	NSS unit and IQAC	15	25
College gave shelter to the slum dwellers after their huts were gutted by fire (12/02/19-16/02/19)	Baranagar Municipality	All Teaching and non-teaching staff	All NSS Volunteers
Thalassaemia awareness and screening programme on 29/03/2019	NSS unit of College	20	95
Blood Screening programme to test Thalassaemia on 29/03/2019	NSS unit of College	2	87

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Swachha Bharat programme	NSS unit of College	Visit of M.S.M.E. Tool	2	10

		Room, Kolkata for Dengue Awareness and Swachha Bharat programme at college campus		
Gender Issue	Brahmananda Keshab Chandra College	Assembly of girl students for a study on assertiveness, self-esteem and leadership potentiality on 15/11/2018	2	45
Value Education	Brahmananda Keshab Chandra College and Ramkrishna Mission Ashram	Seminar on Value Education Programme by Ramkrishna Mission Ashram 27/03/2019	2	83

'/

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year: **NIL**

Nature of Activity	Participant	Source of financial support	Duration

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-To)	Participant
Career Related	Career fair 2019	Institutes like RICE, Spectra Institute, ICSI, IBT.	31/01/2019	182
On-job training at Indian Statistical Institute, Kolkata	Training and placement programme for graduate students of the college	Tata Consultancy Services	03/09/2018	6
Career Related	Career Fair	Students were taken to a Career Fair organised by Hiralal Mazumdar Memorial College for women	9.8.18	6
Training and placement	UTKARSH BANGLA" scheme	Brainware centre, Dunlop	07/09/2018	25
On Job training	Job ready seminar related to recruitment in TCS	Anudip Foundation.	29/04/2019	5

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year **NIL**			
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

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
Rs. 2000000	Rs. 1745892

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	6 acres	-
Class rooms	32	-
Laboratories	20	-
Seminar Halls	03	-
Classrooms with LCD facilities	11	-
Classrooms with Wi-Fi/ LAN	32	-
Seminar halls with ICT facilities	2 (Smart Class Room)	-
Video Centre	-	-
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	03	-
Value of the equipment purchased during the year (Rs. in Lakhs)	18.68236	0.55594
Others	-	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	3.14.06.000	2016

4.2.1 Library Services:

		Existing		Newly added		Total	
		No.	Value	No.	Value	No.	Value
Text Books		25571*	963540*	342	240005.56	25913	1203545.56
Reference Books		22	12990	0	0	22	12990
e-Books		Through INFLIBNET					
Journals							
e-Journals		Through INFLIBNET					
Digital Database		9544		1136		10680	
CD & Video							
Library automation							
Weeding (Hard & Soft)		5761		0		5761	
Others (specify)							

** As per Asset Register

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	50	02	02 (02 routers)	03	02	01	20	150	
Added		01	01 (14 Router)	01	01			60 (Women's Hostel)	
Total	50	03	08	04	03	01	20		

4.3.2 Bandwidth available of internet connection in the Institution (Leased line): 150 MBPS

4.3.3 Facility for e-content: **NIL**

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.   **NIL.**

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2010000	2048920	1650000	1619896

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 web link:)

Web link: https://www.bkccollege.org/menu_pdf/maintainingsupportfacilities.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	Full Free Students Aid	23	Rs. 26,460/-
	Half Free Students Aid	19	Rs. 25,620/-
Financial support from other sources			
a) State	1. Kanyashree	30	Rs. 7,50,000/-
	2.Post Matric Scholarship, SC/ST/OBC	18	Rs.1,18,800/-
	3. Chief Minister's Relief Fund	17	Rs.1,70, 000/-
	4. Swami Vivekanada Merit cum Means Scholarship	10	Rs. 1,92,000/-
	5. Post Matric Stipend for Minority Student under talent Support Programme	1	Rs.2,550/-
b) Private	1. PG Indira Gandhi Scholarship for Single Girl Child	2	Rs.72,400/-
	2. S.R. Jindal Scholarship	2	Rs. 19,200/-
	3. HDFC – EC Scholarship	2	Rs. 50,000/-

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
1.Personal Counselling	Regularly, throughout the year	All students	All department do personnel counselling of students
2. Computer literacy		All students	Computer Science dept and IQAC
3.Coaching for National Eligibility Test (NET)	2018-19	PG students of Botany	Department of Botany

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
9.8.18	Students participated in a Career Fair at Hiralal College		6		
3.9.18	TCS Organized Training and Placement Programme at ISI Kolkata			6	2
7.9.18	Brainware Dunlop visited College to enrol graduate students in a training programme		25		
31.1.19	Career Fair-2019 held in the College		182		
24.4.19	Seminar on recruitment in TCS organized by Anudip Foundation		5		

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	No. of grievances redressed	Average number of days for grievance redressal
5	5	15 days

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
			TCS Organized Training and Placement Programme at ISI Kolkata	6	2

5.2.2 Student progression to higher education in percentage during the year : **20 %**

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	1	B.Sc (Honours) in Mathematics	Mathematics	University of Kalyani	M.Sc. in Nano Science and Nano Technology
	2	B.Sc (Honours) in Physics	Physics	Lovely Professional University, APC College	M.Sc. in Physics
	2	B.Sc (Honours) in Chemistry	Chemistry	Presidency University, Bidhannagar College	M.Sc. in Chemistry
	4	B.Sc (Honours) in Zoology	Zoology	Presidency University, Bidhannagar College, RBC College (2)	M.Sc. in Zoology
	6	B.A. (Honours) English	English	Bhairab Ganguly College, Lady Brabourne College, Distance Education programme of Rabindra Bharati University	M.A. in English

	2	B.A. Bengali Honours	Bengali	Calcutta University, Rabindra Bharati University	M.A. in Bengali

5.2.3Students 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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET	1	
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
1. Baishe Shrabon (8.8.18)	College Level	Students and Staff
2. Teachers' Day Celebration (5.9.2018)	College Level	Students and Staff
3. Annual Social and Freshers' Welcome (11.10.18)	College Level	Students and Staff
4. Indoor Games (28.11.18-29.11.18)	College Level	12 staff and 75 students
5. Saraswati Pujo (10.1.19)	College Level	Students and Staff
6. College Sports (7.2.19-8.2.19)	College Level	282
7. Basanta Utsab (16.3.19)	College Level	Students and Staff

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2019	Kajal Rekha Musical Foundation and Taalsen	National		2nd Position in All Inida Musical Competition for Tabla	B.A./18/0 039	Subhan Dutta

2018	Gold Medal	National	2nd National Savate Champio nship		Roll No. 439	Arijit Talukdar

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

- Student representation is present in the Governing Body of the College and IQAC
- A student member is present in all meeting of the various subcommittees (Academic, Magazine, Cultural, Sports, Career and Placement Cell among other sub-committees) held regularly in the College. The student representative at all such meetings voices his/her opinions/ideas about various issues keeping in mind the interests of the students.
- Student representatives are present in various Organizing Committees that work towards organizing Seminar/Symposia/Workshops in the College.
- They are actively involved in bringing to the fore any problems faced by students, so as to facilitate speedy redressal of grievances such as those involving infrastructure, academics, among others.
- They are closely involved in all NSS activities and help in coordinating various awareness programmes, outreach programmes, Blood donation camps. Regularly tree plantation programmes are undertaken by students in association with NSS.
- Students are actively involved in sports and cultural activities held in the College They organize the Annual College Social, Freshers' Welcome, Annual College Sports, Saraswati Puja, Rabindra Jayanti, among others.
- They arrange annual students picnic so as to facilitate interaction and camaraderie among all students.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes, the College has a registered Alumni Association. B.K.C. College Alumni Association, registration No. S/2L/7714, Registration of Societies W.B. Act xxxvi of 1961.
The Association has been active for many years and organizes various programmes and lectures.
The Alumni Association gives awards every year to toppers from the College in Chemistry Honours, Botany Honours, Mathematics Honours, Bengali Honours, at the University Final Examination. The highest scorer in B.Sc. Honours is also awarded a prize by the Alumni Association. The Association regularly conducts seminars as part of its activity. A Reunion was organized by the Alumni Association in the College premises in 2018-2019.

5.3.2 No. of enrolled Alumni: **250**

5.3.3 Alumni contribution during the year (in Rupees) : **NIL**

1.3 Meetings/activities organized by Alumni Association :
- Seven meetings held
- Organised a reunion

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 Governing Body (GB) of the college is solely responsible for all policy decisions to be undertaken by the college. It delegates the power of implementation of proposals to the Principal, the ex-officio Secretary of the GB. However GB firmly believes that decentralization is essential to create an ambience favorable for overall improvement of the college. As a result, the college has promoted decentralization and participative management at the institutional level. To carry out this, different committees both at institutional levels and departmental levels are constituted. Among these committees the Internal Quality Assurance Cell (IQAC) is the most important one. The IQAC has been constituted as per NAAC guidelines with representatives from teachers, non-teaching staff, alumni, students and external experts.

To promote participatory management, the college encourages the staff and students of the college to participate in various levels and forums related to execution of the college plans and proposals. The Academic Committee, The Finance Committee, The Building Committee has been constituted by the GB to look after the Academic Plan, Building proposal and Finance of the College respectively. There are other sub-committees of the GB to look after issues related to Women's Hostel, Purchase and Provident Fund of the college.

The Principal, Governing Body, Teachers' Council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievance, support services, finance etc.

Different Sub Committees of the Teachers Council also monitors different operational aspects of the college. These committees define their own plans and are responsible for executing them. The composition of different sub-committees is changed occasionally to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been constituted by the Teachers' Council (2018-19):

- Admission and Examination sub-committees
- Routine sub-committee
- Library sub-committee
- Sports Sub-committee
- Seminar sub-committee
- Cultural sub-committee
- Arrear and Fixation sub committee
- Magazine sub-committee
- Career Counseling and Placement cell
- Website maintenance committee

- Anti Ragging Committee

- Research monitoring Cell

- Women Cell

- Internal Complaints Committee

- Swami Vivekananda merit-cum-means Cell

- Kanyashree Cell

- Equal Opportunity Cell

- Minority & SC,ST,OBC Cell

- Committee for WB health scheme

- Youth Parliament Committee

General Secretary of the students' union is the member of the Governing Body and IQAC. Students are empowered to play important role in different activities of the college. Functioning of different secretaries of students' union further reinforces decentralization.

Non-teaching staff are represented in the Governing Body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions.

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial: **YES**

- The student database is maintained by SMART College software and College Automation System Software (CAS 7.1). The CAS includes Faculty Login Module and Student Login Module with Principal as the administrator. Every teacher has access to the Faculty Module with HOD as controll the account of the department. Teachers can upload internal marks, attendance and class notes as and when required. Students can access Students' Module individually and can check their status of registration and form fill-up for university examination. They can also get the receipt against payment of college fees.

- The process of digitization of library books using KOHA software is ongoing.

- The college uses Biometric system of attendance of both the teaching and non-teaching staff.

- Payment of salary to the staff members are done through the Human Resource Management System (HRMS) of the Government of West Bengal (WBIFMS).

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)**:**

❖ **Curriculum Development**
- Syllabi for the courses (both UG and PG) taught at the college are framed by West Bengal State University to which the College is affiliated.

- A number of faculty members are on the Board of Studies of the affiliating university and in other colleges that offer postgraduate courses. Their feedback is important in developing the course content.

- Teachers of the college have served as resource persons in workshops on the revised syllabus of the university.

- Teachers attended workshops on different subjects which were being held to familiarise the new CBCS syllabi.

- Teachers are often asked to contribute to the model question papers prepared by the University for each subject.

❖ **Teaching and Learning**

- At the beginning of each academic year, the college formulates an exhaustive academic calendar to ensure timely and effective teaching-learning outcome. The college tries to follow the academic calendar strictly except for unavoidable circumstances.

- Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic.

- To encourage participatory learning student seminars are held on a regular basis.

- Some of the departments encourage their students to prepare wall magazines on different topics.

- For some departments educational tours and excursions form an integral part of the effective curriculum delivery mechanism.

- The PG Departments organise seminars and projects as part of the curriculum.

❖ **Examination and Evaluation**

- End -Semester examinations are conducted by the affiliating university for the new CBCS course while the college conducts internal assessment of students according to the university guidelines.

- Class tests/surprise tests, student seminars, interactive sessions, practical examinations, etc are conducted by departments to evaluate the students.

- Some of the departments encourage their students to prepare wall magazines on different topics.

- Some of the departments are also trying to introduce project based evaluation systems in place of traditional evaluation methods. For example, in the current academic session Department of History has initiated project based evaluation process for their end-term Skill Enhancement Course. Department of Molecular Biology has started home assignment instead of written examination.

- As part of the examination process student seminars and project submission are mandatory for post graduate students.

❖ **Research and Development**

- The Teachers' Council has a Research Monitoring Committee for Professional Development of Staff to promote research culture among the faculty members by encouraging them to submit research proposals for funding.

- The college authority ensures prompt sanctioning of leave to staff for participating in conferences and seminars.

- To keep the staff members update on the notices and circulars of various funding agencies including UGC, CSIR, DST & DBT, they are circulated among the faculty on a regular basis.

- College provides fund for organizing seminars and extension lectures at the departmental level.

- The college encourages its faculties to act as M.Phil/ Ph.D supervisors.

- ❖ **Library, ICT and Physical Infrastructure / Instrumentation**
- Out of 32 classrooms, the college has two smart class rooms and eleven classrooms having ICT facility with fixed LCD projection.. Given some movable LCD projectors and screen, all the other rooms are used as ICT enabled room effectively.
- Wi-Fi facility in the college campus have been provided for improvement of education..
- Separate internet connection in the library to access the e- resources.
- Procurement of more equipment, teaching aids and books.
- Procurement of more desktop and laptop computers.

- ❖ **Human Resource Management**

- Faculty in substantive posts are recruited according to the recommendations received from the College Service Commission based on the requisitions submitted by the college. During the session 2018-19 two posts have been filled up by this process.
- For vacant posts college appoints Guest Faculties to ensure timely delivery of the syllabus.
- For Post Graduate courses in Botany and Mathematics, experienced Guest Faculty with specialisation from other reputed institutions are invited to deliver lectures on different topics for successful and timely completion of the syllabus.
- Appointment of non-teaching staff is done under the supervision of GB. In the session 2018-19, two appointments have been made on a temporary basis.

- ❖ **Industry Interaction / Collaboration**
- The Career Counselling and Placement Cell of the College aspires to work at creating an interface between the industry and students.
- It aims to create an environment where students can get to interact with the best in the industry so as to make it easier for students to carve out careers at the end of their academics.
- The Career Counselling and Placement Cell organised Career Fair and invited companies to make presentation regarding job opportunity.
- Frequent aptitude tests by various companies are done to test the ability of our students.

- ❖ **Admission of Students**
- Admission Committee of the GB formulates the criteria for admission and the notification is put up in the college website well in advance.
- All the process related to admission in both UG & PG courses is done online. Payments are made directly to the bank electronically.
- Online admission is made strictly on the basis of merit.
- Strict observance of Govt. Rules for Reserved Categories.
- Merit list and e-counselling list is put up in the college website.

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

❖ **Planning and Development**
- E-tender is notified as per the government guidelines for purchase of items.
- Every notice related to students is uploaded in the Website of the College.

❖ **Administration**
- Notices and circulars are uploaded in the college website and communicated to different departments through e-mail from the office of the Principal
- The student database is maintained by SMART College software and College Automation System Software (CAS 7.1).
- The process of digitization of library books using KOHA software is ongoing.
- IQAC notices are circulated by the coordinator through e-mail
- The college uses Biometric system of attendance of both the teaching and non-teaching staff.

❖ **Finance and Accounts**
- Receipt of admission fees is completely online.
- Salary of faculty members and staff is transferred directly to the bank account. Payment of salary to the staff members are done through the Human Resource Management System (HRMS) of the Government of West Bengal (WBIFMS).
- Fully computerised office accounts section.
- Maintenance the college accounts through Tally Software-(Tally ERP9)

❖ **Student Admission and Support**
- All activities relating to student admission are being done online. Applications are submitted for admission to different courses through the online admission portal. Merit list is prepared and uploaded by fully computerized system
- Maintaining students' database through SMART College software and College Automation System Software (CAS 7.1).
- Post Matric Stipend for Minority Student under talent Support Programme
- Online submission of different government schemes such as Kanyashree, Post Matric Scholarship, SC/ST/OBC scholarship, Chief Ministers' Relief Fund, Swami Vivekananda Merit cum Means.

❖ **Examination**
- Students can access all examination related documents such as admit cards, registration certificate , etc. online.
- Uploading of marks of internal examinations is done online through university portal.

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 : **NIL**

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee	Amount of support

				is provided	

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year: **Fifteen**

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
1. Refresher Course in **Mathematics and Computing** organised by UGC, HRDC, University of Burdwan	1 (Dr Munmun Biswas, Assistant Prof of Statistics)	24.7.18-13.8.18
2. Refresher Course in **Nano Science & Nano-Technology** organised by UGC, HRDC, University of Burdwan	1 (Dr Manas kumar Roy, Assistant Prof of Physics)	14.09.18-4.10.18
3. 111th Orientation Programme organised by UGC, HRDC, University of Burdwan	2 (Sri Mainul Islam, Assistant Prof of History & Smt Saswati Chowdhury Assistant Prof of Sanskrit)	4.09.18-1.10.18
4. 123rd Orientation program organised by HRDC, University of Calcutta	1 (Dr Amit Mondal, Assistant Prof of Chemistry)	4.09.18-3.10.18
5. 112th Orientation Programme organised by UGC, HRDC, University of Burdwan	2 (Dr Swatilekha Poddar, Assistant Prof of Sanskrit & Smt Sampa Biswas, Assist Prof of Philosophy)	22.11.18-19.12.18
6. **Refresher Course in Chemistry** organised by HRDC, University of Calcutta	1 (Dr Anshupriya Shome, Assistant Prof of Chemistry)	30.11.18-20.12.18
7. **Refresher Course in Mathematics** organised by HRDC-UGC North Bengal University	1 (Dr Subhrojyoti Debnath, Assistant Prof of Mathematics)	7.12.18-27.12.18
8. Winter School in **Environmental Science and Earth Science** organised by UGC, HRDC, University of Burdwan	1 (Dr Shubhendu Bikash Patra, Assistant Prof of Zoology)	4.12.18-24.12.18

9. **Refresher Course in Biological Sciences** organised by HRDC, University of Calcutta	1 (Smt Debashree Golder, Assistant Prof of Zoology)	2.1.19-22.2.19
10. Winter school in **"Emerging Trends in Mechanical Engineering with Inter Disciplinary Application"** organised by HRDC, Jadavpur University	1 (Dr Amit Mondal, Assistant Prof of Chemistry)	2.1.19-22.2.19
11. 113th Orientation Programme organised by UGC, HRDC, University of Burdwan	1 (Sri Imam Hossain, Assist Prof of Philosophy	1.2.19-28.2.19
12. **Refresher Course in Disaster Management** organised by UGC-HRDC, North Bengal University	1 (Dr Pinaki Patra, Assistant Prof of Physics)	1.3.19-21.3.19
13. Short term course titled :**Meyeder path chala:unosbingshshatake bangle"** Organised by Lady Brabourne College, Advanced Tagore studies.	1 (Dr . Shampa Bhattacharya, Associate Prof of Bengali)	12.3.19-18.3.19

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
2		**NIL**	2

6.3.5 Welfare schemes for

Teaching	• West Bengal Health Scheme enrolment process started • BKC College Staff Co-operative Credit Society • Group Insurance Scheme of LIC
Non teaching	• BKC College Staff Co-operative Credit Society • Group Insurance Scheme of LIC
Students	• Full Free Students Aid (by the college) • Half Free Students Aid (by the college) • Kanyashree • Post Matric Scholarship, SC/ST/OBC • Chief Minister's Relief Fund • Swami Vivekanada Merit cum Means Scholarship • Post Matric Stipend for Minority Student under talent Support Programme • PG Indira Gandhi Scholarship for Single Girl Child • S.R. Jindal Scholarship • HDFC – EC Scholarship

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly:

(with in 100 words each)

The purchase of the instruments and other assets of the college is done by the Purchase Committee of the Governing Body on approval of the Finance Committee. The Financial Audit of the college is done every year by the Higher Education Department, Govt. of West Bengal. After the expiry of a financial year, the accounts are prepared to be presented before the government auditor, appointed by the State Government. The audited report is then placed in the Governing Body meeting to rectify errors, mistakes and process not properly followed, if any, as detected by the auditors. The auditor's suggestions, advices are welcome to bring improvement in financial activities. The external financial audit upto financial year 2018-19 has been completed.

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

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

6.4.2 Total corpus fund generated   **Rs 20,07,169/-**

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	NA	YES	IQAC
Administrative	YES (Financial)	Government of West Bengal	YES	Finance Committee of the GB

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

Although the college does not have a formal (registered) parent-teacher association, interactions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students. Their suggestions can be presented as follows.

1. Providing valuable suggestion for overall development of the institution.
2. Pointing out the weaknesses of their child which helps the teachers to address problems faced by students in a more effective way.
3. Communicating their child's view regarding teaching and other allied support system.

6.5.3 Development programmes for support staff (at least three)

1. One day Training Programme on GeM (e-tender) organised by the Office of the Subdivisional Officer, Barrackpore Treasury –I , Government of West Bengal, attended by the Bursar and the Accountant on 30.8.2018

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

1. Initiative to create new teaching and non teaching posts where necessary and to do the modalities for filling up the existing vacant posts. Six teaching posts have been created in the subjects Education, Journalism and Mass Communications, Industrial Fish and Fisheries, Computer Science, Botany and Zoology.

2. Post graduate courses in Botany and Mathematics have started from the academic session 2017-18 and are successfully running. Commencement of post graduate course in Physics has got approval from the Council of Higher Education and the sanction from the West Bengal State University is awaiting.

3. Women's Hostel was made functional

4. Inter-college sports event organized under the sports committee of the West Bengal State University

6.5.5

a. Submission of Data for AISHE portal   : **Ye**s

b. Participation in NIRF   : **No**

c. ISO Certification   : **No**

d. NBA or any other quality audit   : **No**

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to------)	Number of participants
2018	AQAR 2016-17 submitted to NAAC	27.12.18		
2018	AQAR 2017-18 submitted to NAAC	27.12.18		
2018	The IQAC team visited all the departments (both UG and PG) and the library as a part of the Internal Academic Audit. The report was placed in the IQAC meeting held on 10.9.18	16.8.18 17.8.18 18.8.18 23.8.18	1.30pm-4.30pm 1.30pm-4.30pm 12.30pm-2pm 1.30pm-2.30pm	
2018	Met all the teachers to discuss the academic affairs related to implementation of CBCS structure	13.7.2018		28
2018	To celebrate the 125th birth anniversary of Prof M.N.Saha a lecture by Prof Guruprasad Kar, ISI was arranged by IQAC	30.11.2018	12noon-3pm	30 (faculty) 47 (students)
2018	IQAC coordinator addressed B.Sc 1st sem students and IQAC member Dr Jayanta kumar Dwibedi addressed BA 1st sem students at the assembly and informed them about the new CBCS system	16.7.2018	12noon-1pm	All Sem I (UG) students
2019	IQAC coordinator and other members briefed the 2nd sem students about the new marking	18.4.19	1pm-2.30pm	37 staff and 106 students

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-to)	Participants	
		Female	Male
Assembly of girls students for a study on assertiveness, self-esteem and leadership potentiality among girls	15/11/2018	45	0
Gender Sensitisation Programme in NSS adopted Slum	5/2/2019	72 households	72 households

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

- The college has replaced neon bulbs with LED in many classrooms.

- The college is diligently pursuing the proposal for Solar Panel installation with Government of West Bengal.

- The NSS of the college has carried out Plantation drives, cleaning drive in its campus.

  - Gardening programme organised by NSS on 6/12/2018, 12/12/2018, 17/1/2019 and 24/1/2019

- IQAC and the NSS jointly organised a "Dengue Awareness Programme" at the adopted slum in ward no 1 of Baranagar Municipality on 14.09.2018

- Visit at MSME for Dengue Awareness and Swachha Bharat programme on 20.9.2019

- Green Audit was carried out by Eco-Club on 3/1018 by Students of the college

- Extension Lecture and hands on training organised by department of Botany on "Environmental Biotechnology for Sustainable Natural Resource Utilisation" was held on 26/3/19

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift	Applied to PWD	
Ramp/ Rails	2	Nil
Braille Software/facilities	No	
Rest Rooms	No	
Scribes for examination	No	
Special skill development for differently abled students	No	
Wheelchair	Yes	1

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

2018-19		1	28/7/18-29-7-18	Football Tournament by local Community	Sports	
2018-19		1	9/1/19-9/1/19	Annual Sports by Local School	Sports	
2018-19		1	13/1/19	Cricket Match by local Community	Sports	
2018-19		1	15/1/19	School Tournament by local School	Sports	
2018-19		1	20/1/19	Sports Day celebration by local School	Sports	
2018-19		1	3/10/18-9/10/18	Football Tournament by local School	Sports	
2018-19		1	23/12/18	Cricket Tournament by local Club	Sports	
2018-19		1	12/02/19-16/02/19	Shelter to fire ravaged slum dwellers fire	Social Responsibility	140
2018-19	1		12/8/18	Venue for Recruitment Test conducted by Baranagar Municipality	Employability	400
2018-19	2		1/9/18-31/10/18 & 12/11/2018	Venue for hearing of claims and objections in connection with Revision of Electoral Rolls	Social Responsibility	
2018-19	1		27/1/19	Centre for exam for Recruitment under Food and Civil Supplies.	Employability	400
2018/19	1		9/2/19	Centre for WBCS (EXE) Preliminary Examination 2019	Employability	400
2018-19	1		13/5/19-21/5/19	CRPF stay for election duty	Social Responsibility	100

7.1.5 Human Values and Professional Ethics
Code of conduct (handbooks) for various stakeholders: **NIL**

Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-------to-------)	Number of participants
Death Anniversary of Rabindra Nath Tagore	8/8/2018	Teachers, Non Teaching Staff and Students
Celebration of Independence Day	15/8/2018	50
Teachers day celebration	5/9/2018	Teachers, Non Teaching Staff and Students
Celebration of Birth Anniversary of Netaji Subhas Chandra Bose	23/1/2019	50
Celebration of Republic Day	26/1/2019	Teachers, Non Teaching Staff and Students
Seminar on Value Education Programme by Ramakrishna Mission Ashram	27/3/2019	83

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

- Most of the notices/ official communications are communicated virtually through common e-platforms to minimise paper usage.
- The college has replaced neon bulbs with LED in many classrooms.
- The college is diligently pursuing the proposal for Solar Panel installation with Government of West Bengal.
- The NSS of the college has carried out Plantation drives, cleaning drive in its campus.
- Green Audit was carried out by Eco-Club on 3/1018 by Students of the college
- The college has established *Janaki Ammal Sacred Grove* as a commitment to bio-diversity conservation of a wet-land corridor.
- Environmental awareness through wall plaques.

7.2 Best Practices

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

Best Practice 1: Students' Seminars organized regularly in the College

Best Practice 2: Career Counselling and Placement

Web link: https://www.bkccollege.org/menu_pdf/BESTPRACTICES-2018-19.pdf

7.3 Institutional Distinctiveness

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

Web link: https://www.bkccollege.org/menu_pdf/InstitutionalDistinctiveness.pdf

8. Future Plans of action for next academic year (500 words)

Keeping in mind the overall quality enhancement of the college, the institution chalked out the following plan of action for the academic year 2019-20.

1. Construction of new class rooms and laboratories.

2. To get affiliation for post graduate course in Physics.

3. To introduce new undergraduate subjects like Hindi, Psychology, Physical Education and Honours in Statistics and Journalism

4. Initiatives to fill up vacant teaching and non teaching posts and to create new posts as necessary

5. Completion of digitization of Library

6. To organise a national level seminar on quality issue with financial support from NAAC.

7. To organise several outreach programmes by NSS and IQAC.

8. To start a bi-annual newsletter of the college

9. To increase placement activities by the Career Counselling and Placement Cell.

10. To enhance academic-industry interaction.

11. To organise a "Career Fair"

Name ___APARAJITA NAG___   Name ___DR. PAPIA CHAKRABORTI___

Aparajita Nag
30/12/19
Co ordinator
Signature of the Coordinator, IQAC
IQAC Cell
Brahmananda Keshab Chandra College
Kolkata- 700 108

Papia Chakraborti
30/12/2019
Signature of the Chairperson, IQAC

Principal
Brahmananda Keshab Chandra College
Kolkata - 700108

***

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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B. K. C. College - Academic Calendar: Session 2018-2019

Academic Calendar for the B.A./ B.Sc. (Honours /General) Courses of Studies under CBCS (Semester-wise Examinations):

COURSE OF STUDIES	SEMESTER & DURATION	COMMENCEMENT OF CLASSES	FILLING UP OF FORM FOR UNIVERSITY REGISTRATION	INTERNAL ASSESSMENT (EXAMINATION) [BY THE COLLEGE]	FILLING UP OF FORM FOR UNIVERSITY EXAMINATION	COMMENCEMENT OF END SEMESTER EXAMINATIONS
B.A./ B.Sc. (Honours /General)	1st Semester [July – December, 2018]	16th July, 2018	August, 2018	November-2018	November-2018	December, 2018
	2nd Semester [January – June, 2019]	January, 2019	----	21st- 30th April, 2019	11/03/2019 Onwards	11/05/2019 Onwards

Academic Calendar for the B.A./ B.Sc. (Honours /General / Major) P-II & P-III Courses of Studies (under 1+1+1 System of Examinations):

COURSE OF STUDIES	COMMENCEMENT OF CLASSES	MID-TERM EXAM	COLLEGE TEST	RESULT OF COLLEGE TEST	FILLING UP OF FORM FOR UNIVERSITY EXAMINATION	COMMENCEMENT OF UNIVERSITY EXAMINATIONS (TENTATIVE)
Part-II B.A./ B.Sc. (Honours /General / Major)	July 2018 after completion of Part-I Exam.	October/ November, 2018	2nd week of January, 2019	Last week of January.	15/02/2019 Onwards	18/04/2019 Onwards
Part-III B.A./ B.Sc. (Honours /General / Major)	July 2018 after completion of Part-I Exam.	October/ November, 2018	1st week/ Last week of December, 2018	Last week of December, 2018	18/01/2019 Onwards	March-April 2019

Academic Calendar for the POST-GRADUATE Courses

COURSE OF STUDIES	SEMESTER & DURATION	COMMENCEMENT OF CLASSES	INTERNAL ASSESSMENT (EXAMINATION) [BY THE COLLEGE]		FILLING- UP OF FORM FOR END SEMESTER EXAM.	COMMENCEMENT OF END SEMESTER EXAMINATIONS
M.Sc. in MATHEMATICS	Semester-I & III [July – December, 2018]	1st week of July 2018	Surprise Class Tests August – October, 2018	Students' Seminar November, 2018	November, 2018	2nd & 3rd week of December, 2018
	Semester-II & IV [January – June, 2019]	1st week of January, 2019	Surprise Class Tests February - April, 2019	Students' Seminar May, 2019	May, 2019	2nd & 3rd week of June-2019
M.Sc. in BOTANY	Semester-I & III [July – December, 2018]	1st week of July 2018	MID-TERM EXAMINATION September, 2018	Students' Seminar October, 2018	November, 2018	1st & 2nd week of December, 2018
	Semester-II & IV [January – June, 2019]	1st week of January, 2019	MID-TERM EXAMINATION March, 2019	Students' Seminar April, 2019	May, 2019	1st & 2nd week of June-2019

After completion of 1st Semester Examination, Field Trip-[Long] in December-2018/January-2019 AND

Field Trip-[Short] in February-2019 will be held for 2nd Semester PG-Students of Botany.

Program of Other Activities of the B. C. College: Session 2018-2019

July	August	September	October
# College Foundation Day 27th July. # Celebration of Forest Week in the last week.	# Celebration of the Birth Anniversary of Acharya P.C.Ray on 2nd August. # Independence Day Celebration on 15th August.	# Teachers' Day celebration 5th September. # Health check up camp for students.	# Fresher's Welcome # Annual Social Program by the Students' Union.
November	**December**	**January**	**February**
# Celebration of the Birth Anniversary of Brahmananda Keshab Chandra Sen on 19th November. # Guardian Meet of 1st Year Students	# Organization of the College Sports # Cultural Competitions for the students. # Feedback from 3rd Year Students	# Birth Anniversary of Netaji Subhas Chandra Bose on 23rd January. # Celebration of Republic Day on 26th January. # Alumni Association Reunion & prize distribution ceremony.	# Organization of Saraswati puja by the Students' Union. # Blood Donation Camp is organized by NSS & Students' Union. # Feedback from 2nd year Students.
March	**April**	**May**	**June**
# Feedback from 1st Year students. # Students Seminar.	# Students Seminar	# Celebration of Rabindra Jayanti # Students Seminar of PG-Departments.	# World Environment Day is observed on 5th June. # Admission process for First Year students.

- This program list is provisional in nature and may be changed by the college authority as and when required.

TEACHERS' EVALUATION BY STUDENTS

Analysis of the data on Teachers' Evaluation by students of 3rd year 2018-19

- The feedback form has two parts. The first part has questions related to **Explicit Curriculum** and the second part has questions related to **Implicit Curriculum**. Altogether we got **412** data for Explicit Curriculum and **372** data for Implicit Curriculum.

- We are reporting the evaluation result of only teachers in the substantive post. No data has been obtained for teacher sin the departments of Sanskrit, Molecular Biology, Economics and Statistics. No of teachers whose evaluation is being done is 43. In case of 1 teacher we got only single data which is not included.

- The maximum score was 4.
  - No of teachers who got score between 3-4 : 30 (69.76%)
  - No of teachers who got score between 2-3 : 13 (30.23%)

- Percentage of teachers who got score between 3-4 has dropped from 81.5.6% to 69.76% from last years' analysis.

- Many of the students did not give any comments in the heads-"one thing that the teacher does well" and " suggestion for improvement

- **Some of the favourable comments made by the students are:**
  - Explains well and with energy
  - Teaches well
  - Helps in the field work
  - Encourages students
  - Helps in the practical
  - Behaviour is good and polite with students
  - Guides well for the future
  - Cares for the student

- **Scope for improvements:**
  - Should be more patient
  - Should be lenient in giving marks
  - Should discuss questions and answers
  - Should be impartial
  - Should improve time management
  - Should understand the situation and act accordingly
  - Should be little slow in lecture delivery
  - Improvement in teaching methods needed

<u>Analysis of the data on Teachers' Evaluation by 4thSem PG students 2019</u>

- The PG students of Botany and Mathematics department did the evaluation and we got 54 data. Apart from the teachers of these two departments, the teachers of Molecular Biology departments who took classes in the PG curriculum of Botany were also evaluated.

- No of teachers whose evaluation is being done is 12 . The maximum score was 4.
  - No of teachers who got score between 3-4 is 11 and 1 teacher got score between 2-3.
  - The highest score obtained is 3.84 and the lowest score is 2.86.

- Some of the students did not give any comments in the heads-"one thing that the teacher does well" and " suggestion for improvement

- **Some of the favourable comments made by the students are:**
  - Motivates and encourages the students
  - Explains well
  - Very friendly
  - Communicates well with the students
  - Understands the problems faced by the students
  - Explains tirelessly
  - Good time management
  - Very knowledgeable

- **Scope for improvements:**
  - No suggestion
  - No comment
  - Should be more punctual
  - Improve efficiency to cover syllabus

STUDENT SATISFACTION SURVEY: 2018-19

This report is based on feedback taken from 61 second year students. All second year students who have already spent at least two years in the college were approached. However, as participation in the feedback process was optional, 61 of them participated and gave their opinion on matters related to academic affairs, library, college office and general amenities.

ACADEMIC

Classes held regularly?

79.2 percent students opined that classed held regularly.

- When asked whether classes held regularly, 79.2 % responded with a positive answer. Those who opined that classes are irregular, cited reasons like class suspension for various activities, absence of teachers, union meetings and lack of teaching staff.
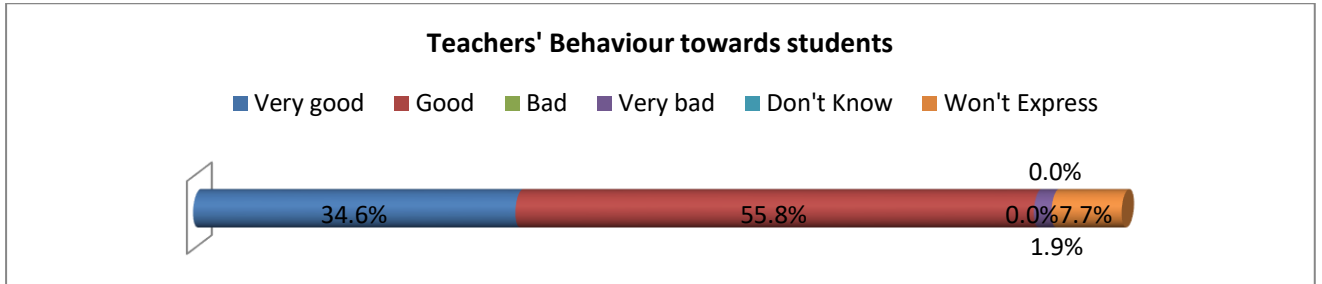
Teachers' help in study

**89 %** students reported that teachers help them in their study.

Whether teachers take initiative to improve standard of teaching

72.3 % students reported that teachers do take initiatives to improve quality of teaching.

Behaviour of teachers towards students

Teachers' Behaviour towards students

■ Very good ■ Good ■ Bad ■ Very bad ■ Don't Know ■ Won't Express

0.0%

34.6%   55.8%   0.0% 7.7%

1.9%

Do the teachers help students in matters other than study?

Do the teachers help students other than study
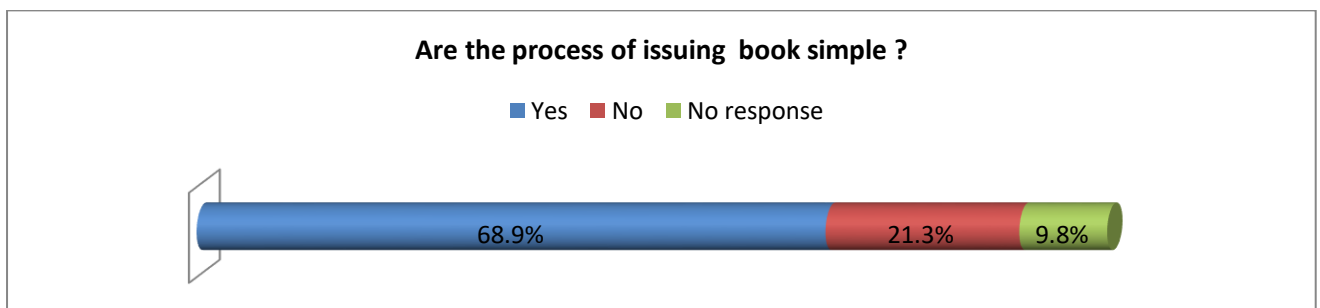
■ Yes ■ No ■ No response

45.9%   32.8%   21.3%
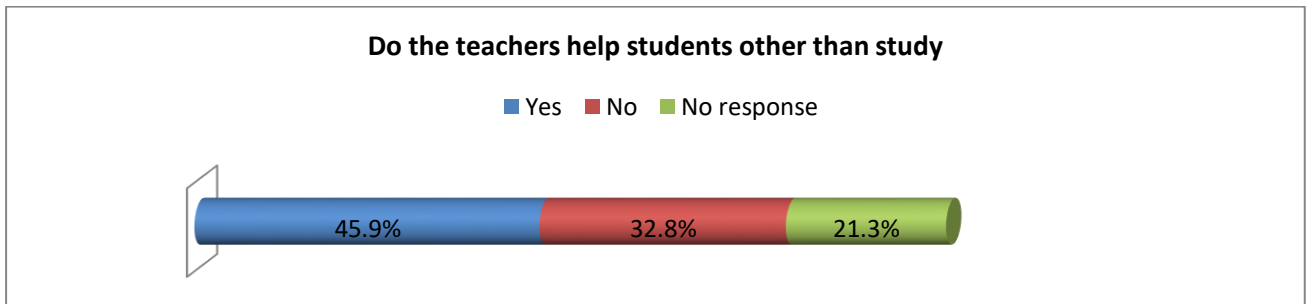
LIBRARY

Do the students get books regularly from the library?

52.7 % said 'Yes'

Are the rules to take books simple?

Are the process of issuing book simple ?

■ Yes ■ No ■ No response
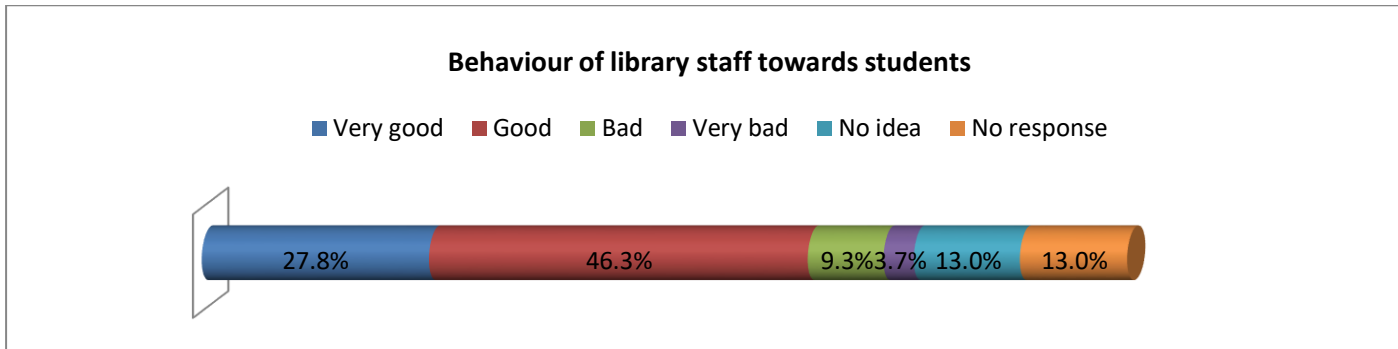
68.9%   21.3%   9.8%

➢ **31.4 %** students want the rules of issuing books should be changed and made easier.

Do the library staff help you ?

86.3 % students reported that library staff help them

Behaviour of library staff towards students

Behaviour of library staff towards students

■ Very good ■ Good ■ Bad ■ Very bad ■ No idea ■ No response
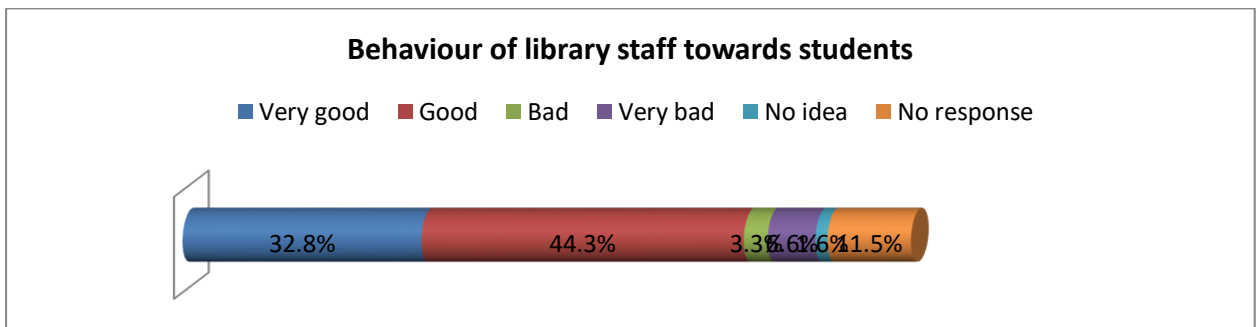
| 27.8% | 46.3% | 9.3% | 3.7% | 13.0% | 13.0% |

COLLEGE OFFICE

Do the office staff help you ?

91.5 % students reported that office staff help them
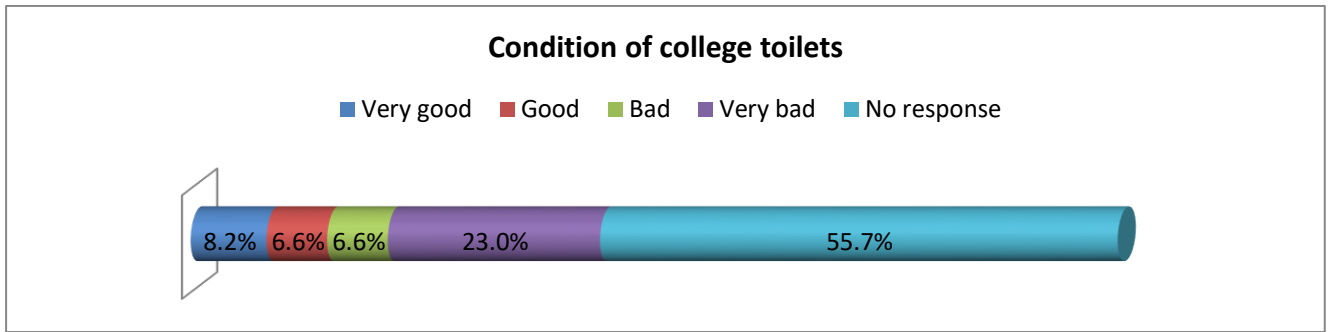
Behaviour of office staff towards students

Behaviour of library staff towards students

■ Very good ■ Good ■ Bad ■ Very bad ■ No idea ■ No response

| 32.8% | 44.3% | 3.3% | 6.6% | 1.6% | 11.5% |

STUDENT AMENITIES

Satisfied with drinking water arrangements in the college?

Satisfied with drinking water arrangements in the college ?

■ Yes ■ No ■ No response

| 47.5% | 6.6% | 45.9% |

Condition of college toilets

Condition of college toilets

■ Very good ■ Good ■ Bad ■ Very bad ■ No response

| 8.2% | 6.6% | 6.6% | 23.0% | 55.7% |

How do you feel to study in this college?

How do you feel to study in this college ?

■ Satisfactory ■ Not satisfactory ■ Not sure ■ No response

| 60.7% | 4.9% | 4.9% | 29.5% |
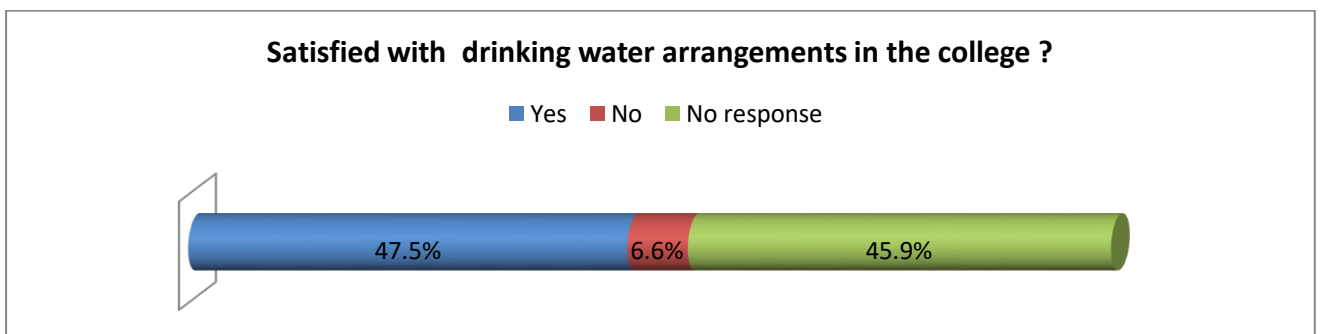
Do you have any complaint against the college?

Do you have any complaint against the college ?

■ Yes ■ No ■ No response

| 6.0% | 18.5% | 15.9% |
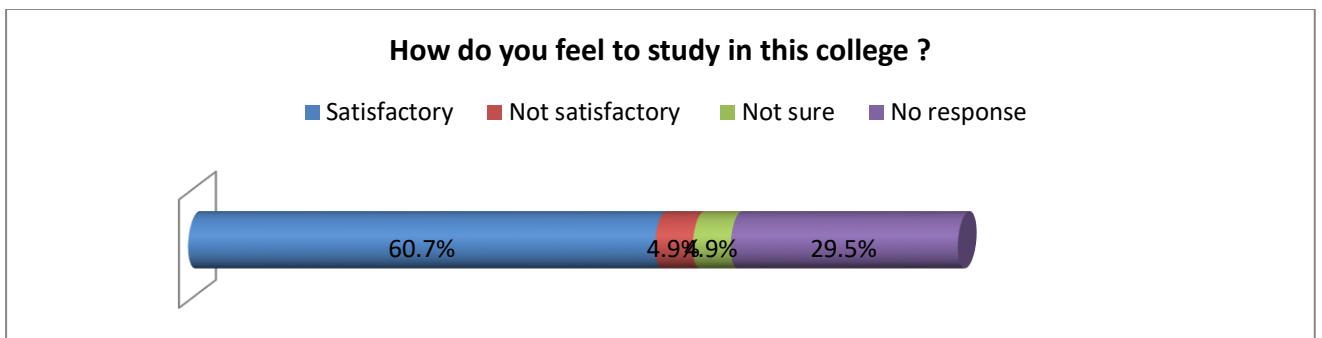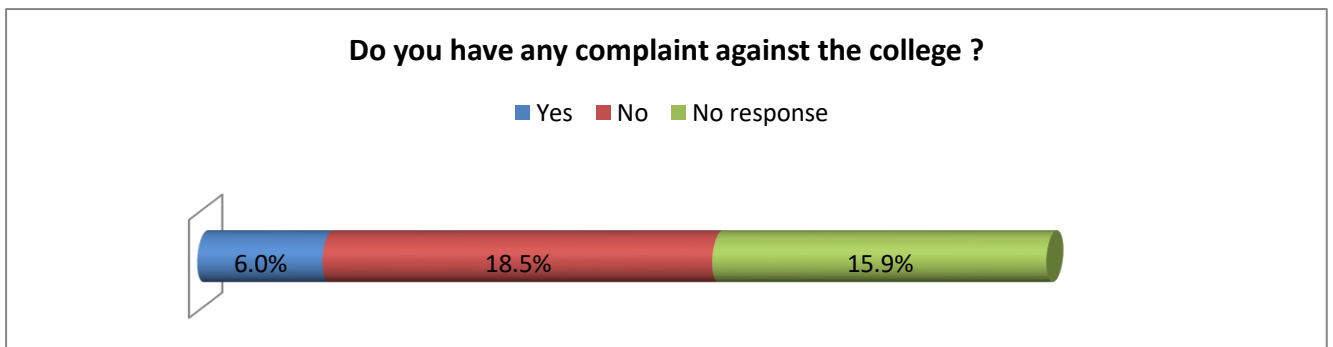
➢ Those who said yes, raised issues related to poor infrastructure, lack of cleanliness and lack of proper maintenance of the college toilet, and play ground and lack of canteen in the college.