

# **Annual Quality Assurance Report (2012-2013)**

**Submitted by**

**Internal Quality Assurance Cell  
Bankura Christian College  
Bankura, West Bengal  
PIN: 722 101**

**Submitted to**

**National Assessment and  
Accreditation Council (NAAC)  
Bangalore**

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	Bankura Christian College
1.2 Address Line 1	Bankura Christian College
Address Line 2	PO+Dist: Bankura
City/Town	Bankura
State	West Bengal
Pin Code	722101
Institution e-mail address	bccollege@rediffmail.com
Contact Nos.	03242250924
Name of the Head of the Institution:	Dr Fatik Baran Mandal
Tel. No. with STD Code:	03242250924
Mobile:	+91 94 34 528475

Name of the IQAC Co-ordinator:

Dr. Narugopal Mukherjee

Mobile:

+91-9474142204

IQAC e-mail address:

[bccollege@rediffmail.com](mailto:bccollege@rediffmail.com)/iqacbcc@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

BCC-13775

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/62/RAR/070 dated 05-01-2013

1.5 Website address:

[www.bankurachristiancollege.in](http://www.bankurachristiancollege.in)

Web-link of the AQAR:

<http://bankurachristiancollege.in/aqar1213.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	NA	2006	2011
2	2 <sup>nd</sup> Cycle	A	3.12	2013	2018
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

14-08-2006

1.8 AQAR for the year (for example 2010-11)

2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR \_\_\_\_\_ nil \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ nil \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ nil \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ nil \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

The University of Burdwan

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input checked="" type="checkbox"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="0"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="10"/>
2.10 No. of IQAC meetings held	3
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="2"/>

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- i. The IQAC was strictly vigilant towards the regularization of academic and administrative discipline in the campus.
- ii. Chemistry, Zoology, Geography and Physiology departments were made Wi-Fi enabled and approximately 300 students made free use of internet facilities.
- iii. Initiatives were taken for the automation of office and library. COSA software was introduced for Govt related financial transactions w.e.f. 21-05-2012. CAMS software had already been introduced earlier.
- iv. The teachers were persuaded to make optimum use of ICT (projector, notebook, sound system, smart board, etc.) in classroom teaching.
- v. Focus was given on research activities with financial assistance from internal resources and external agencies, UGC (Major Research Project: 01 and Minor Research Projects: 02, sanctioned during this period), DST, etc.
- vi. The IQAC took regular feedback from the students of the college and adopted appropriate measures.
- vii. The IQAC inspired all the extension activities of the college (NCC, NSS, Eco-Friend Club) to undertake different on-campus activities like Republic Day Camp, Attachment Camp, Celebration of NCC Day, Model Camp, campus cleaning, tree plantation programme, health awareness programme, blood donation camp, motivation seminars, etc.
- viii. The team members of the IQAC ensured cohesion among all stakeholders through regular meetings of different committees (constituted by the Governing Body) and sub-committees (constituted by the Teachers' Council)

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Wi-Fi enabled campus	Chemistry, Zoology, Geography and Physiology departments were made Wi-Fi enabled and approximately 400 students made free use of internet facilities.
Arrangement of special lectures and development of linkages with other institutes of repute	Special lectures were arranged by the PG Dept of English (02) and the UG Dept of Philosophy (01).
Regularization of academic and administrative discipline in the campus.	All through the session it was ensured that classes were held regularly as per the programme. The satisfaction of the students was ensured and the same was reflected in the feedback of the students.
Initiatives for the automation of the office.	Initiatives were taken for the automation of office and library. COSA software was introduced for Govt related financial transactions w.e.f. 21-05-2012. CAMS software had already been introduced.
Optimum use of ICT in classroom teaching.	Most of the teachers used ICT in the classrooms. All the teachers, provided with lap tops, and the departments, provided with overhead projectors made extensive use of ICT in classroom teaching.
Cleanliness and beautification of the campus	The Eco-Friend club took all measures to maintain the cleanliness of the campus. It maintained the medicinal plants in the campus. The Eco-Friend club also published a News Bulletin in this year.
Researches with financial assistance from internal and external resources.	Focus was given on research activities with financial assistance from internal resources and external agencies, UGC (Major Research Project: 01 and Minor Research Projects: 02, sanctioned during this period), DST, etc. Eight Minor Research Projects were submitted and two were still going on.
Digitized information for the students	An LFD monitor with 3M software was installed for digitized information

See **Annexure – I** as Academic Calendar

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The AQAR was placed in the meetings of the IQAC held on July 26, 2016 and December 14, 2016, and in the meeting of the Governing Body on September 28, 2016

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2			
UG	33		1	
PG Diploma	0			
Advanced Diploma	0			
Diploma	0			
Certificate	0			2
Others	0			
<b>Total</b>	35		1	2
Interdisciplinary	0			
Innovative	0			

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option / Open options**

(ii) Pattern of programmes:

Pattern		Number of programmes
Semester	✓	02
Trimester		
Annual	✓	34



1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

See **Annexure – II** for feedback analysis

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

We are tied to the affiliating university, the University of Burdwan. The University takes all decisions for revision/update of regulation or syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
69	54	14	0	1

2.2 No. of permanent faculty with Ph.D.

35

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	6	NA	NA	NA	NA				

2.4 No. of Guest and Visiting faculty and Temporary faculty

9

5

2.5 Faculty participation in conferences and symposia: IQAC members need to sum up the individual profiles

No. of Faculty	International level	National level	State level
Attended	06	25	3
Presented papers	06	18	3
Resource Persons	2	6	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of ICT enabled teaching, Class tests, Special lectures, Assignments, Student seminar, debates and group discussions

2.7 Total No. of actual teaching days during this academic year 206

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) We are tied to the University of Burdwan and have minimum control over examination/evaluation reforms

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 7

2.10 Average percentage of attendance of students 72.1%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Part III Hons	265		7.2	64.2		71.4
BSc Part III Hons	153		45.8	26.8		72.6
PG	64		25	70.30		95.3
BPEd	50		76	24		100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC visited individual departments at regular intervals, prepared post-visit evaluative reports and placed the report to the Governing Body and Teachers' Council for discussions regarding improvement of academic as well as extra academic matters of the institution. The IQAC seriously concerned itself with the grievances of the students if any and saw that an overall teaching standard and quality was sustained. The IQAC also monitored the proper maintenance of the personal diaries of the teachers as well as departmental diaries.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	13
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	

Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18	4	Nil	6
Technical Staff	14	8	Nil	14

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC encouraged teachers to undertake Major and Minor projects funded by UGC/ DST/ CSIR and other funding agencies. A Major Research Project and two Minor Research Projects were sanctioned by the UGC during the year.
- The IQAC maintained close correspondence with the Research Committee in connection with different research projects.
- The central Research Laboratory, also known as P C Roy Central Research Laboratory, for Science based research activities has been running successfully and research projects (minor and major) are carried out there. The IQAC ensured that the laboratory was used properly for research activities.
- The Mitchell Sky Observatory under the supervision of the Head of the department of Physics was used for observations and experimentations. The IQAC took care that researchers as well as students were involved.
- The Automatic Weather Station of the department of Geography provided important weather-related information to the college as well as to the community at large and the data collected so far were used for researches of varied nature. The online display of Weather information is auto updated on our college website.
- *Wesleyan Journal of Research*, a multi-disciplinary peer-reviewed (ISSN: 0975-1386) journal, being published since 2008, has earned national repute and has attempted to promote research publications of varied disciplines. The IQAC assisted the Editorial Board in promoting research publications.
- *Appropriations*, a peer-reviewed ISSN (0975-1521) journal, published by the department of English (since 2005), provided opportunities for researchers for serious academic discourses in English Literature and English Language.
- Teachers were motivated to pursue doctoral researches, engage themselves in publishing their research papers, attend and present papers in national and international seminars/ conferences/ workshops, etc.
- The IQAC extended full cooperation to different departments in organizing seminars or conferences and three seminars were organized, one each by History, English and Zoology Departments.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs. Lakhs			10.203	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	8	2	2	
Outlay in Rs. Lakhs	9.585	3.030	3.028	

3.4 Details on research publications :

	International	National	Others
Peer Review Journals	13	21	
Non-Peer Review Journals		7	
e-Journals	1		
Conference proceedings	3	8	

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC	10,20,300	6,46,300
Minor Projects	1.5	UGC	3,02,800	2,05,800
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		3			
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
 Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

4
15

3.19 No. of Ph.D. awarded by faculty from the Institution

0
---

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF		SRF		Project Fellows	1	Any other	
-----	--	-----	--	-----------------	---	-----------	--

3.21 No. of students Participated in NSS events:

University level	35	State level	05
National level	2	International level	0

3.22 No. of students participated in NCC events:

University level	NA	State level	60
National level	13	International level	0

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	1	International level	0

3.24 No. of Awards won in NCC:

University level	NA	State level	1
National level	1	International level	0

3.25 No. of Extension activities organized

University forum		College forum	8		
NCC	5	NSS	48	Any other	4

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Adoption of village by the NSS
- Regular activities of NCC and participation in State Level and National Level parades & camps
- Regular campus cleaning programme by NSS and Eco-Friend Club
- Seminar on Cancer organized by Eco-Friend Club.
- Special camping programme of NSS
- Tree plantation programme of NSS
- Rally of NSS
- School dropout prevention programmes
- Blood Donation Camp
- Financial assistance to needy and merited students through ASHWAS
- Health awareness programmes
- Village survey (economic issues, health issues, etc.)
- Supply of research data from Automatic Weather Station of Geography Department

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	170840.5397 (Sq. Ft.)			
Class rooms	49723.95543 (Sq. Ft.)  (42 nos.)			
Laboratories	22 (nos.)			
Seminar Halls	3 (nos.)			
No. of important equipments purchased		2	UGC	2



(≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 5.38638	UGC	Rs. 5.38638
Others				

#### 4.2 Computerization of administration and library

Initiatives were taken for the automation of office and library. COSA software was introduced for Govt related financial transactions w.e.f. 21-05-2012. CAMS software had already been introduced.

Students were given digitized information through LFD monitor

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23937		212	210478	24149	
Reference Books	35904		319		36223	
e-Books	0		0			
Journals	40		13		53	
e-Journals	1	5,000	0		1	5,000
Digital Database	1		0		1	
CD & Video	123		0		123	
Others (specify)						
Manuscript	207		0		207	
Thesis	7		0		7	
MRP Project Report	2		0		2	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	131	24	4		10	10	10+66 (laptops)	7
Added	2	0	0		0	0	2	0
Total	133	24	4		10	10	78	7

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Teaching and Non-teaching Staff were given software training on the use of CAMS on May 10 & 11, 2012. Students were given free internet access through UGC-NRC. An e-class room was established with LCD Projectors, Public Address System, etc. in October 17, 2012. Public Address System was 1.08358 ed in Zoology, History and in English classrooms. Computers were purchased for social science lab. LCD Pr 2.163865 her accessories were introduced in the History and English classrooms. Desktop and LCD monitor were given for rendering better service.

iii) Equipments 5.69812

iv) Others 8.65135

**Total :** 17.59692

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC with the help of different wings of the college made students aware of different endowments/scholarships, free studentship (full/half), assistance provided by ASHWAS, free internet access, provision for computer training programme, career oriented courses, reprographic facility, health centre, chief store, chief canteen, departmental and central library, gymnasium, common room facilities, facilities of games and sports, NSS, NCC and different extension activities organized in the campus.

The IQAC was watchful in taking note of the grievances/complaints lodged by the students. The college has a students' grievance cell and an anti-ragging cell. The grievances of the students were taken into consideration and were placed to the authority for required action.

#### 5.2 Efforts made by the institution for tracking the progression

IQAC in its routine visits to the individual Departments suggested the departmental faculty to take necessary steps to properly identify slow learners, introvert yet curious students, students who have the incapacity to speak out properly etc. and to prepare proper plans to address such bottlenecks.

Class tests, mid-term tests, term-end tests, remedial classes, seminar classes, debate competitions, co-curricular activities help the institution in tracking the progression of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3056	134		43

(b) No. of students outside the state

14

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1808	55.92		1425	44.08

Last Year						This Year					
General	SC	ST	OB C	Physical y Challenge d	Total	Gener al	SC	ST	O B C	Physically Challenge d	Total
2319	591	188			3098	2366	646	221		7	3240

Demand ratio 68.10

Dropout % 23.40

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1. NET/SET coaching was regularly conducted in the Department of English

No. of students beneficiaries

36

5.5 No. of students qualified in these examinations

NET	27	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	537

5.6 Details of student counselling and career guidance

Career Counselling Cell conducted seven counselling programmes. Departmental teachers guided the students of respective departments. This was mainly done in an informal manner. PG Dept of English conducted NET/SET Coaching classes.

No. of students benefitted

5.7 Details of campus placement

73

*On campus*

*Off Campus*

Number of  
Organizations

Number of Students  
Participated

Number of  
Students Placed

Number of Students Placed

Visited

### 5.8 Details of gender sensitization programmes

- A seminar-cum-workshop was organized on Gender Sensitization. A Legal Officer from the District Court and a resource person from the Dept of Sociology, The University of Burdwan addressed the girl students.
- A Special lecture was organized with the Resource Persons from the Dept of English and Chemistry on "Violence Against Women"

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	137	1,58,420
Financial support from government	231	17,38,480
Financial support from other sources	15	37,500
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_Nil\_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision

- To become the dream destination for independent thinking, expression and implementation in Higher Education
- To integrate economic, material, scientific and infrastructural resources with human values, ideologies and principles
- To eradicate insularity and regional bias – both educational and social

Mission

- To strive for academic excellence.
- To perpetuate infrastructural expansion and accommodate diverse academic programme
- To inculcate values of civic responsibility and compassion to students stakeholders
- To make best use of available human and natural resources
- To promote the practice of inclusive growth.
- To march towards autonomy as an institution for Higher Education

6.2 Does the Institution has a management Information System

The institute has an MIS system for admission and finance related issues.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

Each year the curriculum is split into two units and accordingly number of classes for each unit is fixed up. The teachers adopt strategies and prepare their lesson plans accordingly.

#### 6.3.2 Teaching and Learning

Electronics gadgets are extensively used in the class rooms for ensuring quality and understanding. The class percentage of students is strictly maintained to ensure better participation of students. Internet facilities are provided to the students for access to reputed journals and e-books.

#### 6.3.3 Examination and Evaluation

Class tests, Midterm tests, Term End tests are conducted on regular basis and the students are allowed to appear in University Exams based on the performance in these tests.

#### 6.3.4 Research and Development

The Research Committee puts utmost effort to ensure Research activities of the teachers. Regular publication of two research journals adds to the academic excellence of the Institution. A number of Minor Research Projects are being carried out now along with a Major Research

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Open access is given to the students for extensive use of the Library. The Library has been fully digitized. A number of reputed journals are regularly subscribed by the Institution. There is a separate wing in the Library for the Post Graduate Departments (English & Bengali). There are specialized departmental libraries.

The teachers made use of projectors, notebooks, OHP, smart board, to enhance the teaching learning process.

The Automatic Weather Station in the Dept of Geography and the Observatory in the Dept of Physics helped the teachers, the students as well as the research scholars of other institutions immensely in the collection and the analysis of resources.

The IR Photo-spectrometer in the Central Research Laboratory facilitated research activities of multiple disciplines.

#### 6.3.7 Faculty and Staff recruitment

The College as a Minority Institution enjoys recruitment autonomy both for its teaching and non-teaching faculties. The relevant UGC and State Government Rules and Regulations were strictly adhered to. The Selection Committees are duly constituted by the Governing Body of the College as per the Rules for Management of Bankura Christian College.

### 6.3.9 Admission of Students

Students were admitted in the Graduation courses strictly on the basis of merit. The Admission Committee of the College conducts the online-counselling of the students every year.

### 6.4 Welfare schemes for

Teaching	i. ii. iii. iv. v. vi.	The Unit of Co-operative Credit Society ensures financial help to the teachers There were Group Insurance schemes for the teachers Teachers' wards are rewarded annually for their performances in different public examinations Provisions were made for medical check up programme Seminars were organized on different health issues Trainings are arranged for development of soft skills
Non teaching	i. ii. iii. iv. v. vi.	The Unit of Co-operative Credit Society ensures financial help to the staff There are Group Insurance schemes for the staff Staff wards are rewarded annually for their performances in different public examinations Provisions are made for medical check up programme Seminars are organized on different health issues Trainings are arranged for development of soft skills
Students	i. ii. iii. iv. vi.	The Health Home of the college takes care of medical requirements ASHWAS, an association of the teachers of the college, helps the needy and merited students by taking responsibility of providing them with books, materials, tuition fee, etc. Students are exempted of their fees on Half Free/Full Free basis A number of scholarships help the students carry out their studies Health check up programmes are arranged in the campus

Rs. 5,77,41,929

### 6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done    Yes     No

### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days? NA

For UG Programmes      Yes     No

For PG Programmes      Yes     No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

The Alumni Association remained idle mostly. However, the alumni of the college established in different part of the globe extend support in respect of academic uplift and research activities.

6.12 Activities and support from the Parent – Teacher Association

The teachers of the different departments met the parents of students departmentally. The parents of the students performing not so well in the internal examinations were called for meetings with the Principal and the departmental teachers and accordingly corrective measures were taken.

6.13 Development programmes for support staff

Initiatives were taken for organizing programmes on soft skill development

6.14 Initiatives taken by the institution to make the campus eco-friendly

The Eco Club has been consistently working on cleanliness and maintenance of the campus. A News Bulletin is published time to time for environmental awareness. NSS Units of the college undertake campus cleaning programmes at regular intervals. The Physical Education Department puts all round efforts to retain the eco friendly ambience of the college.



## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

<ul style="list-style-type: none"> <li>➤ Students’ activities such as Group Discussions, Debates, Mock Teaching, Extempore, were organized at regular intervals keeping in view their overall development.</li> <li>➤ Adoption of villages for uplift of health &amp; hygiene, educational assistance to the underprivileged, blood donation camps, discourses on value based education and social responsibility and good citizenship keep up the spirit of the college in its service to the community.</li> <li>➤ The College ensures active involvement of all students in co-curricular activities through NSS, NCC, Eco Friend Club, Games &amp; Sports and various outreach Programmes.</li> <li>➤ Extensive use of computers/laptops, projectors, sound system and other modern gadgets ensures quality teaching.</li> <li>➤ Film shows on different components of the curricula are arranged by some departments.</li> <li>➤ Collaborations with foreign institutions in different research projects left a profound impact upon researches.</li> <li>➤ Educational Tours/Excursions were organized by the Depts of Botany, Zoology and Geography.</li> </ul>
--

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Achievements
Wi-Fi enabled campus	Chemistry, Zoology, Geography and Physiology departments were made Wi-Fi enabled and approximately 400 students made free use of internet facilities.
Arrangement of special lectures and development of linkages with other institutes of repute	Special lectures were arranged by the PG Dept of English (02) and the UG Dept of Philosophy (01).
Regularization of academic and administrative discipline in the campus.	All through the session it was ensured that classes were held regularly as per the programme. The satisfaction of the students was ensured and the same was reflected in the feedback of the students.
Initiatives for the automation of the office.	Initiatives were taken for the automation of office and library. COSA software was introduced for Govt related financial transactions w.e.f. 21-05-2012. CAMS software had already been introduced.

Optimum use of ICT in classroom teaching.	Most of the teachers used ICT in the classrooms. All the teachers, provided with lap tops, and the departments, provided with overhead projectors made extensive use of ICT in classroom teaching.
Cleanliness and beautification of the campus	The Eco-Friend club took all measures to maintain the cleanliness of the campus. It maintained the medicinal plants in the campus. The Eco-Friend club also published a News Bulletin in this year.
Researches with financial assistance from internal and external resources.	Focus was given on research activities with financial assistance from internal resources and external agencies, UGC (Major Research Project: 01 and Minor Research Projects: 02, sanctioned during this period), DST, etc. Eight Minor Research Projects were submitted and two were still going on.
Digitized information for the students	An LFD monitor with 3M software was installed for digitized information

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Students' seminars, debates, group discussions, extempore, etc. organized departmentally
- Academic Exhibition involving all the students of respective departments under the supervision of departmental teachers, thereby motivating the students towards researches.

7.4 Contribution to environmental awareness / protection

- Campus cleaning programmes were regularly conducted
- Surveys and rallies were conducted in the adopted villages and adjacent areas
- Eco-Friend Club organizes programmes on environmental awareness and protection .
- Eco-Friend Club published a bulletin inviting articles on environmental awareness.
- Tree plantation and grooming of seasonal flowers contribute to the overall eco friendly atmosphere of the college.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**Strengths:**

- Glorious academic and cultural heritage
- Excellent academic ambience
- A sprawling campus spread over 40 (approx) acres
- Excellence in all University Exams, a number of toppers in the University being from this college
- Highly accomplished alumni spread almost all over the globe
- Student Seminar, Debates, PowerPoint presentations by Students and other co-curricular activities motivate the students towards regular attendance in classes.
- Strict adherence to University Rules and Regulations in respect of attendance of students. Consequently the students have always a high rate of percentage in classes.
- Enriched faculty, actively involved in research activities and publications.
- The college can truly boast of the work force and the work culture that have developed through the years.
- Remedial Coaching and NET/ SET Coaching
- Class Tests, Mid-term Tests, Term-End Tests and regular feedback ensure academic excellence
- Regular publication of two peer reviewed journals with ISSN – *Wesleyan Journal of Research* and *Appropriations*.

**Weaknesses:**

- The college is yet to make satisfactory progress in introducing new courses (post-graduation/ professional/ career-oriented).
- The Alumni Association is yet to be given a proper shape.
- The full automation of the office is still pending.
- Foreign collaborations and projects are yet to come up to a level of satisfaction.
- Sufficient funds from external sources are still to be explored.
- The boarders of different hostels still find a number of difficulties so far the infrastructure is concerned due to lack of sufficient funds.
- Lack of sufficient classroom space is serious in introducing new courses.

**Opportunity:**

- Introduction of Professional/Career oriented courses
- Full automation of the Office
- Regularising a strong Alumni Association
- Creation of Infrastructure for accommodating new departments
- Further beautification of the campus
- Production of study materials for the students

**Threats/Challenges:**

- Forming a regular Alumni Association
- Regularizing parent-teacher meets
- Motivating students for professional/career oriented courses
- Development of Communicative Skill of students in English and proficiency in Computer Fundamentals
- To keep pace with changing social needs and academic challenges
- Implementing professionalism in teaching learning system

**8. Plans of institution for next year**

- The campus is to be further Wi-Fi enabled.
- Consultancy services to be promoted
- Completion of the construction of the Wesleyan Block
- Provisions for foreign collaborations and projects
- Funds for infrastructural development
- Development of Hostel infrastructure
- Consolidated plans and programmes in the adopted village
- Admission in different courses through online counselling system.
- Career Counselling and Psychological Counselling for the students

**Dr Narugopal Mukherjee**

Coordinator, IQAC

Bankura Christian College

**Dr Fatik Baran Mandal**

Chairperson, IQAC &amp; Principal

Bankura Christian College

\*\*\*

**ACADEMIC CALENDAR FOR THE SESSION 2012-13 (PG & UG)**First Term: July 01, 2012 to October 19, 2012 [**111** Days]

Working Days: 89 Days

Class Days: 83 Days

Month	Occasions/ Celebrations/ Other activities
04-07-12	1st Yr. Classes start
06-07-12	Shab-E-Barat
14-07-12 - 20-07-12	Tree Plantation Week
16-07-12	2nd Yr. & 3rd Yr. Classes start
21-07-12	Freshers' Welcome
02-08-12	2nd counselling for admission to 1st Yr.
09-08-12	Janmastami
15-08-12	Independence Day
20-08-12	Eid-ul-Fitr
01-09-12	Blood Donation Camp
05-09-12	Teachers' Day
02-10-12	Gandhiji's Birthday
09-10-12 - 10-10-12	Annual Cultural Competition
13-10-12 - 14-10-12	Annual Social Function
15-10-12	Mahalaya
17-10-12 - 18-10-12	Annual Exhibition
20-10-12 - 17-11-12	Puja Vacation
27-10-12	Id-ud-Zuha

Second Term: October 20, 2012 to December 31, 2012 [ **73** Days]

Working Days: 27 Days

Class Days: 27 Days

19-11-12	Classes resume after Puja Vacation
22-11-12	Jagadhatri Puja
25-11-2012(Sun)	Muharram
28-11-12	Guru Nanak's Birthday
24-11-12 - 25-11-12	Mid Term Examination(For Hons. Students Only)
30-11-12	Publication of College Magazine
06-12-12	Publication of Result of Mid Term Examinations
17-12-12 - 22-12-12	Election Week
24-12-12 - 31-12-12	Christmas Holidays

Third Term: January 01, 2013 to June 30, 2013 [**181** Days]

Working Days: 97 Days

Class Days: 96 Days

01-01-13	New Year Celebration
02-01-13	Classes resume after Christmas Holidays
21-01-13 - 22-01-13	Annual Sports
14-01-13 - 15-01-13	Pous Sankranti & Local Festival
23-01-13	Netaji's Birthday
25-01-13	Fateha-Doaz-Dahum
26-01-13	Republic Day
Last week of January (tentative)	Final Test of 3rd Yr.
Last week of February (tentative)	Final Test of 1st Yr.
First week of March (tentative)	Final Test of 2nd Yr.
10-03-2013 (Sun)	Sivaratri
15-03-13 - 16-03-13	Saraswati Puja
27-03-13 - 28-3-13	Doljatra
29-03-13	Good Friday
30-03-13	Easter Saturday
14-04-2013 (Sun)	Charak Puja & Dr. B.R.Ambedkar's Birthday
15-04-13	Bengali New Year's Day
01-05-13	May Day
09-05-13	Rabindra Jayanti
10-05-13 - 30-06-13	Summer Recess
29-06-13	College Foundation Day & Publication of WJR

**Analysis of feedback from 3<sup>rd</sup> Year students (2012-13)**

Third year students (Academic year 2012-13) have given their feedback during their midterm examination on eleven different issues using five point-scale. Out of eleven issues, seven were related to teachers and four others related to library and office related issues. The following issues were given in the self administered anonymous questionnaire.

1. Regularity of teacher
2. Punctuality of teacher
3. Substantial coverage of the syllabus by the teacher
4. Detailed explanation for better understanding by the teacher
5. Resourcefulness/ Scholarship of the teacher
6. Assistance beyond class room by the teacher
7. Overall feedback of the teacher
8. Overall feedback of the office staff
9. Satisfaction regarding stock of books in college library
10. Satisfaction regarding availability of books in college library
11. Behaviour / Cooperation of library staff

Students were asked to provide individual teacher-wise feedback. Filled up feedback forms were entered into MS Excel and analysed by the IQAC team members. The analysis shows (Annexure-1) the relative position of a teacher on different aspects from the ideal state (100%). Individual teacher-wise analysis was carried out for the seven above stated indicators. Table 1.1 and 1.2 below represent the teachers who have scored 80% or below for the above mentioned 7 indicators.

Following teachers fall under that category: four teachers of Bengali department, two teachers of political science department, one teacher of sociology department, three teachers of physics department, two teachers of chemistry department and one teacher of mathematics department. Following table shows the strengths and weaknesses of different departments in terms of various indicators. The top row represents departments and numbers and the parenthesis represents total number of teachers in the respective departments.

**Table 1.1: Department-wise distribution of teachers who scored below 80% in different indicators**

Indicators	Eng (8)	Beng (7)	Philosophy(2)	Sans (2)	Hist(3)	Econ(4)	Pol Sc(3)	Soci o (2)	Geo (4)
Regularity	2	3	0	0	0	0	0	1	1
Punctuality	0	4	0	0	0	0	2	1	1
Substantial coverage of the syllabus	0	4	0	0	0	0	2	1	1
Detailed explanation for better understanding	0	6	1	0	0	0	2	1	0
Resourcefulness/ Scholarship of the teacher	0	7	0	0	0	0	0	1	0
Assistance beyond class room	2	6	0	1	1	0	2	1	0
Overall feedback of the teacher(Calculated)	0	4	0	0	0	0	2	1	0

**Table 1.2: Department-wise distribution of teachers who scored below 80% in different indicators**

Indicators	Physi cs (7)	Ch em (6)	Math (4)	Zoolo gy (4)	Botany (5)	Physiol ogy (2)	Electroni cs (2)
Regularity	3	1	0	0	1	0	0
Punctuality	3	1	0	0	1	0	0
Substantial coverage of the syllabus	3	3	1	1	0	0	0
Detailed explanation for better understanding	3	3	1	2	0	0	0
Resourcefulness/ Scholarship of the teacher	4	3	0	0	0	0	0
Assistance beyond class room	4	2	0	2	0	0	0
Overall feedback of the teacher(Calculated)	3	2	1	0	0	0	0

Overall performance of the teachers in various departments is satisfactory. But in four departments, namely Bengali, Political sciences, Sociology and Physics, a higher proportion of teachers did not score 80% on various indicators. The IQAC team of the college met such teachers individually and shared the feedback provided by the students. They were suggested to take remedial measures to improve their drawbacks as pointed out by the students.