



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

Bankim Sardar College

- Name of the Head of the institution

Dr. Tilak Chatterjee

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

- Mobile no

9874466440

- Registered e-mail

iqacbscollege@gmail.com

- Alternate e-mail

writeprincipal@gmail.com

- Address

Village-Tangrakhali, PO-Tangrakhali, PS-Canning, District- South 24 Parganas, West Bengal. PIN-743329

- City/Town

Canning

- State/UT

West Bengal

- Pin Code

743329

2. Institutional status

- Affiliated /Constituent

Affiliated

- Type of Institution

Co-education

- Location

Rural

- Financial Status **Grants-in aid**
- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Kalyan Chattopadhyay**
- Phone No. **9051565909**
- Alternate phone No. **9051565909**
- Mobile **9051565909**
- IQAC e-mail address **iqacbscollege@gmail.com**
- Alternate Email address **profkalyan@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://www.bankimsardarcollege.org/uploads/61aqar_2020-2021.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.bankimsardarcollege.org/file/semester-calendar>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71	2007	31/03/2007	30/03/2012
Cycle 2	B	2.3	2015	03/03/2015	02/03/2020
Cycle 3	A	3.03	2022	20/12/2022	19/12/2027

6. Date of Establishment of IQAC

01/01/2008

7. Provide the list of funds by Central / State Government

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of

[View File](#)

IQAC

9.No. of IQAC meetings held during the year **7**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

Preparation and submission of IIQA and SSR to NAAC and replying to DVV queries to facilitate reaccreditation by NAAC. Preparing the college for the Peer team visit . Mentoring of Covid vaccination for students and parents. Facilitating the reopening of the institution for the face to face classes. Celebrating the Azadi ki Amrit Mahotsav.

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

Plan of Action	Achievements/Outcomes
<ul style="list-style-type: none"> Fulfilling the social responsibility by mentoring students for vaccination drive in the locality for students, parents and their kins. 	<p>Between May 2021 and January 2022 the IQAC organised or helped in organising Covid awareness campaign along with vaccination drive for its faculty, staff, students and their kins in the neighbourhood free of cost in association with the Govt authorities.</p>
<ul style="list-style-type: none"> Preparation, and submission of IIQA and SSR to NAAC for reaccréditation 	<p>The IQAC prepared the IIQA, SSR and submitted to NAAC and answered queries raised during DVV process.</p>
<ul style="list-style-type: none"> Organisation of Faculty Development Programme(s) 	<p>08 Oct 21 2021 to Oct 28, 2021 One Week National Level Faculty Development Programme on Design, Development and Delivery of E-Contents & MOOCs (UGC-CPE SPONSORED) Speaker/Resource Person 1)Prof. K. Srinivas 2) Dr. Deepak Bishla 3) Prof.Thiyagu. K 4) Prof. V.P. Joshi 5) Prof. Pradeep Kumar Misra 6) Dr.Chanda Jain 7) Dr.LalitaYadav</p>
<ul style="list-style-type: none"> Observing Independence Day and Azadi ki Amrit Mahotsav 	<p>Commemorating Azadi ki Amrit Mahatsav 01 August 15 - 2021 - Webinar on Indian History Speaker - Bhaskar Chakraborty, Ex-Professor, University of Calcutta 02 September 05 - 2021 - 75 Years of Independence, Structural Change in Education System, Future Perspectives and National Educational Policy Speaker - Sanjib Maharaj, Principal, Narendrapur College 03 September 18 - 2021- Third wave of Covid - 19: Child Health and Precautions Speaker - Dr. Arunaloke Bhattacharya 04 September 18 - 2021 - Indian</p>

	<p>Economy - Mahalanobis to Manmohan: Indian Economic Planning Since 1951 & Economic Crises of 1980s Speaker - Dr. Ramesh Singh, Author and IAS Trainer 05 September 19 - 2021 - Reforms in Indian Economy : Post Independence Speakers - Prof. Kausik Gupta Dr. Ranjanendra Narayan Nag Dr. Biswajit Mondal 06 September 25 - 2021 - 75 Years of Independence and Bengali Literature Speakers - Swapnamay Chakraborty Nalini Bera 07 September 26 - 2021 - 75 Years of Independence and Bengali Literature Speakers - Abdul Kafi Biswajit Roy</p>
<ul style="list-style-type: none"> • Observing Abhishek Dibash 	Abhishek Dibash (Induction Day) meeting was held.

13. Whether the AQAR was placed before statutory body? No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

1.Name of the Institution	Bankim Sardar College
• Name of the Head of the institution	Dr. Tilak Chatterjee
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	
• Mobile no	9874466440
• Registered e-mail	iqacbscollege@gmail.com
• Alternate e-mail	writeprincipal@gmail.com
• Address	Village-Tangrakhali, PO-Tangrakhali, PS-Canning, District- South 24 Parganas, West Bengal. PIN-743329
• City/Town	Canning
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• Location	Rural
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• Upload latest notification of formation of IQAC			View File		

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<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
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13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> • Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	14/02/2023
15.Multidisciplinary / interdisciplinary	
<p>The curriculum under the CBCS offers several areas having interdisciplinary domains. Teachers have identified such interdisciplinarity and prepared themselves towards effective curriculum delivery across other departments.</p>	

16.Academic bank of credits (ABC):

The college is an affiliate of the University of Calcutta and the task of conducting examination and giving credits solely rests on the university. The university also maintains digital repository of credits (as obtained by the students) or the academic bank of credit. As an affiliated undergraduate college, the college adheres to the University of Calcutta's syllabi and examination processes, which are centrally administered. The college cannot independently manage marks or credits, nor can it facilitate free entry or exit for students outside the established CBCS framework. While the current setup limits the implementation of an Academic Bank of Credits (ABC), the college is prepared to engage in ABC if regulations change to allow greater autonomy.

17.Skill development:

The college supports skill development of students in their progression, and so offers 1. Add on courses on Communicative English, Basic Course of Computers, Basic Course in Tally certified by Netaji Subhash Open University 2. Employment oriented Training programmes in association with agencies like TATA CONSULTANCY services. Such courses are much appreciated by the students community.

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

The college offers Indian language courses in Bengali and Sanskrit in face to face mode. Presently, we offer UG and PG in Bengali and UG in Sankrit. During Covid pandemic period these courses were taught online. Needless to say that as an affiliate college, we have no authority to launch a formal online course. However, we seek to develop the principles and values of the Indian Knowledge System through various Dibash celebration (.i.e celebration of the days and events in our cultural roots and history.

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

Bankim Sardar College, as an affiliate of the University of Calcutta is dedicated to equipping students with the skills needed to succeed in the job market. To support this goal, it offers add-on courses designed to enhance student abilities. While the college follows a curriculum set by the University of Calcutta, it lacks the autonomy to modify its core programmes, except for add-on courses. Hence the college is yet to have a framework to assess the course outcomes.

20.Distance education/online education:

Various UG and PG courses in Distace Education mode are offered by Netaji Subhas Open University (NSOU). An MOU with NSOU is in place.

Extended Profile**1.Programme**

1.1	363
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2147
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2	402
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	344
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	54
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Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	60	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	No File Uploaded	
4.Institution		
4.1	25	
Total number of Classrooms and Seminar halls		
4.2	.70929	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	26	
Total number of computers on campus for academic purposes		
Part B		
CURRICULAR ASPECTS		
1.1 - Curricular Planning and Implementation		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>For effective implementation of the curriculum, the College organises orientation programmes. The Academic sub-committee is responsible for</p> <ul style="list-style-type: none"> • Monitoring the regularity of classes. • Executing the teaching plans provided by the departments effectively. • Ensuring distribution of Syllabus in odd and even semesters. • Monitoring the completion of syllabus. 		

- Analysing end semester results when published.
- Conducting monthly meetings between administration and departmental HoDs to solve all academic problems.

Departments distribute the academic calendar. Classes are held regularly as per a master routine. Routine analyses are done by the concerned committee. (Routine, Routine Analysis, Syllabus distribution, Teaching plans incorporated in Academic Subcommittee) Remedial classes are held as per the UGC guidelines.

Library support effectively supplements the class lectures. Monthly records of book issuance are also documented. Departments are equipped with LCD projectors, laptops and foldable screens with pedestals for PowerPoint presentations. Institute organises seminars by all faculties of all departments periodically, centrally to share the knowledge among all disciplines.

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

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

- The Departments strictly follow the academic calendar for both UG and PG Course (Bengali) (displayed in website as part of the CBCS System,
- University examinations are held twice every year; as ODD and EVEN Semester Examination (displayed in Notice in website). Each Core Course (CC), Skill Enhancement Course (SEC) and Discipline Specific Course (DSE) has a 10 marks allocation for Internal Evaluation (Centrally conducted).
- The system of CIE is followed by central committees to monitor monthly academic progress report.
- Regular tutorial classes are held for advanced learners to motivate them with next level knowledge. Also, for slow learners, remedial classes are taken by the faculties.
- Departmental student seminars are arranged to improve their

presentation skill.

• The various ways in which CIE is operative in the college include

(i) Class tests

(ii) Home Assignments

(iii) Syllabus - oriented Term papers and Project preparation

(iv) Paper presentations by students

(v) Group discussions

(vi) Compulsory field work for students of Botany, Geography and Zoology

(vii) Report writing based on educational excursions in departments like History, Philosophy etc.

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

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

15

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

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

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

0

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

1.3 - Curriculum Enrichment

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

The college integrates crosscutting issues through following SEC and DSE courses of the University of Calcutta:

Professional Ethics

Philosophy - Indian and Western Ethics -SEC-Sem 3

Philosophy-Business Ethics-SEC, Sem 3

Commerce - Business Ethics -Sem 4

Gender

Education - Women's Education - DSE- Sem 6

English - Women's Writing -CC11, Sem 5

Philosophy - Eco Feminism, SEC-Sem 4

Political Science - Gender and Politics -DSE-Sem 5

Education - Gender and Society - DSE- Sem 6

History - Gender & Women-DSE, Sem5 & Sem 6

Human Values

Political Science - Human Rights and Theory - DSE, Sem 6

Political Science - Human Rights in a comparative perspective-DSE, Sem 4

Philosophy- Western Ethics- DSE, Sem 5

Environment and Sustainability

Geography - Environmental Geography, CC2, Sem 2

Philosophy - Man and Environment , SEC, Sem-4

Geography - Sustainable Development -SEC-Sem 4

History - Environment issues in History , CC1, Sem 1

Economics - Sustainable Development , DSE, Sem 5

Chemistry - Green Chemistry and Natural Products -DSE-Sem 6

Botany - Plant Geography, Ecology and Evolution , CC8, Sem 4

Zoology - Environment Conservation and Sustainability, CC11, Sem 5

Physics - Renewable Energy Sources- SEC, Sem 3 & Sem 5

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

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

11

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

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

1933

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/file/d/1047sZ7pD2E70JhsHMakTX6u-ImO_Mlbd/view?usp=sharing
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
973	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
590	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners	

The distinctiveness of this institution is that the college is helping the students to reflect and realise their potential. The teachers are identified with the necessity of appreciating the learning levels of the students and it follows certain innovative ways of assessing them. Each department conducts regular continuous internal assessments on the portion of the syllabus completed. The teachers give home assignments and departmental quizzes are arranged regularly. In this process the learning levels of the students get assessed.

Programmes for Slow Learners

1. Remedial Teaching is arranged to redress the deficiencies of the slow learners

Programs for Advanced Learners

2. Peer Teaching is arranged where advanced learners are encouraged to help their classmates.

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

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

Number of Students	Number of Teachers
2147	54

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Teachers address the diverse learning needs and aspirations of students through various methods, adapting assignments and instructional strategies to enhance engagement.

Learning through Experience Before the COVID-19 pandemic, students in Geography, Physics, Chemistry, Botany, and Zoology engaged in hands-on experimental learning during practical sessions. Departments like History innovated with virtual museum tours, leveraging ICT tools for immersive experiences.

Problem Solving Students tackle a range of assignments focused on real-world problems related to class topics, fostering critical thinking.

Participative Learning Departments organize virtual quizzes where students collaborate to create questions based on their curriculum, promoting teamwork and competition. Advanced learners are encouraged to participate in peer-teaching, assisting classmates under teacher guidance. Cultural competitions, such as recitation, singing, and dancing, are held virtually, providing platforms for creativity and participative learning.

Extension/Outreach Activities During the lockdown, students actively contributed to their communities, offering support and service during critical times. These initiatives not only enhanced learning but also instilled a sense of responsibility and connection to the community. Overall, these varied approaches create a dynamic learning environment that addresses individual student needs.

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

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

The lockdown due to the advent of Covid-19 posed a great challenge before the teachers. However, the teachers made the most effective use of various ICT tools to continue the process of teaching-learning. They conduct regular classes through Google Classroom and Google Meet, conducted tests and quizzes through Google Form, etc. They also uploaded their lectures on video sharing platforms like YouTube.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

54

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

2.4 - Teacher Profile and Quality

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

54

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

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

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

16

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

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

2.4.3.1 - Total experience of full-time teachers

657

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

2.5 - Evaluation Process and Reforms

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

Teachers conducted internal assessments on regular basis using mainly Google Forms. The students are informed of their responses automatically after the test is over. Teachers discuss the correct answers in the subsequent classes.

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

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

Teachers as mentors redress the grievances of the students, if any, at the departmental level. The subject teachers discuss the

correct answers with the students in the subsequent classes.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Course Outcomes are prepared by teachers and the same are circulated among the students at the beginning of their course. Programme and Course Outcomes are also uploaded in the College website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The College monitors and ensures the achievement of course outcomes through

- 1.Regular departmental meetings in the virtual mode
- 2.Feedback is sought from students by the teachers and the Principal through Google form
- 3.Monitoring students' progress through tests and assignments
- 4.Management monitors the attainment and non-attainment of programme outcome and course outcomes.

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

2.6.3 - Pass percentage of Students during the year

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

344

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

2.7 - Student Satisfaction Survey

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

https://drive.google.com/file/d/1wBVixpdAcOxU6z_ibrfTuJBJazzL_rRM/view?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

1,40,000

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

2

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The IQAC at Bankim Sardar College is dedicated to fostering an environment that supports innovative research, knowledge transfer,

and industry-academia interactions. It aims to develop customised software and web applications to enhance the quality of higher education, reducing repetitive tasks in system administration. However, the IQAC currently lacks the technical expertise to create the necessary software code.

To advance research and development under the College with Potential for Excellence (CPE) scheme from the UGC, the IQAC functions as an innovation lab and incubation center. The college has signed an MoU with Right Brans Technology for technical development and outreach, allowing the college to leverage external resources while contributing only human capital. The college does not share in the profits generated.

Additionally, the college collaborates with the Professor Sukumar Maiti Polymer Award Foundation (PSMPAF), a nonprofit organization, to promote Polymer Science and Technology. This partnership has led to two national conferences and various informal meetings, bringing together academicians, scientists, and industrialists to discuss advancements in Chemical Science and Technology. These events provide a platform for patent holders to share their research, while students can develop innovative ideas and engage with experts in the field.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

03

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

3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
1	
File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	View File
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
15	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year	
18	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

At Bankim Sardar College, we strive to cultivate socially aware, responsible citizens. Our year-round "Clean and Green" program engages students, faculty, and staff in maintaining a clean campus and neighborhood, reinforcing the principle that cleanliness is vital.

Students participate in tree planting and conservation activities, fostering teamwork and a connection to nature. Each year, we celebrate Meen Mongal, releasing fish spawn in local water bodies, inviting local fishermen to promote inclusivity inspired by Rabindranath Tagore.

We observe World Water Day with poster competitions focused on conservation, and celebrate community unity through events like Bandhan Dibash, where we tie rakhis and share sweets. Additionally, we honor national days with neighborhood programs and rallies, such as paying homage to the soldiers of the Pulwama attack.

Our college collaborates with various organisations for awareness campaigns on critical issues, including gender-based violence, health, and environmental safety. We offer workshops on yoga and legal aid, while also organising vaccination drive during Covid19, health check-up camps and blood donation drives.

Through these initiatives, we aim to instill values of cooperation, respect for the environment, and community service, empowering students to make a positive impact in society.

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

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

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

01

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

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

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

3

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

150

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

4

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The college campus housing with the Main Building, Annex Building, RUSA Building and old Library Building ensures adequate of classrooms and laboratories for smooth running of classes, examination and co-curricular activities. The gardens, open spaces and huge playground provide an eco-friendly environment.

- The College has 25 functional classrooms for the Arts and Commerce section, science (Botany, Chemistry, Physics and Zoology) and well-equipped laboratories.
- The college has a Computer centre with internet connectivity working with the vision of providing training to the students.
- The IQAC room has 8 terminals but 4 computers with internet connection for the use of faculty and students
- The College has one air-conditioned seminar hall equipped with projection facility and one science seminar room with a short-throw projector and sensor.
- Geography Department is well equipped with one projector.
- The College office has been modernized and is fully computerised.
- The old library has been shifted to the new RUSA building.
- The old library building now houses the Netaji Subhash Open University study centre
- The College is the beneficiary of the RUSA grant.
- The Department of English has set up an English Language classroom for the advancement of communication skills among students.

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

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

The college has adequate space and facilities for games and sports under the able leadership of Physical Education department of the

college. It has the facilities for 8 outdoor games and 1 indoor games in its sprawling campus

- There are two playgrounds in the college. One measuring 110mts X 90 mts is used for Football, Cricket and Track events and the other field measuring 76mts X 35mts is used for Kho Kho, Kabaddi, Volley ball.
- Two gymnasiums (one for boys and one for girls) measuring 6.90mts X 5.30 mts for boys and 7mts X 6mts for girls, comprising of the following:
 - a) Jogging Machine (2 pc.)
 - b) Cycle Argo meter (2 pc.)
 - c) Rowing Machine (2 pc.)
 - d) Stepper (2 pc.)
 - e) Treadmill (2 pc.)
 - f) Multi Gym
- The college hosted NCC Camp.
- The College participated at the District Sports at Mahestala in events like Athletics, Khoko, Football.
- The college also participated in events like Khoko (men and woman), Volleyball(men), Athletics (men and woman), badminton (men and woman) in the Inter collegiate tournament at C.U Ground
- The students represented the university level and participated at Khoko in All India tournament at Tripura ,Agartala

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

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

7

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

75,600

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

4.2 - Library as a Learning Resource

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

The Central library has shifted from the old library building to New RUSA Building, ground floor (North Side) in the year of 2018 and again shifted the Central Library stack room from the Northan side to Southern side with an area of 2500 square ft and a spacious reading room of this building. The reading room has seating capacity for 48 undergraduate students and 18 teachers with a collection of 21434 text-books, reference books and 1870 journals. The reading room is well-furnished. Teachers have separate reading area and provides conducive environment for study. Attendance record register is maintained for all students and faculty members.

The vision of this reading room is therefore to encourage the students to read books -books of general interest, encyclopaedias,

reference books and also other books.

Name of the ILMS software: KOHA(open Source library system)

Nature of Automation: Partially

Version: 3.22.10

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data

for online access) (Data for the latest completed academic year)

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

Bankim Sardar College recognises that information technology is essential for adapting to the rapid changes of the 21st century in higher education. However, the college's geographical location initially limited access to broadband internet, hindering its ability to fully benefit from ICT. In 2014, after extensive negotiations, a dedicated 1:1 lease line was installed, marking a significant milestone in the college's IT development.

Over the years, the college has made substantial advancements in its IT infrastructure, including:

1. A computer center funded by UGC, COC, CPE, and RUSA, featuring 32 terminals with internet access.
2. An IQAC room with 11 terminals, also funded by UGC, CPE, and RUSA.
3. Entry service section in the PC Chandra Knowledge Centre with 13 terminals.
4. Dedicated English Language and Physics Computer Laboratories.
5. Computers in various science departments and laptops for faculty and students.
6. Library automation and a fully computerized office.
7. Upgraded internet connectivity to 1:1 Leased Line Broadband.

Additionally, the college has developed several online applications and portals for admissions, fee submissions, feedback, internal assessments, and financial management, enhancing the overall educational experience for students and faculty alike.

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

4.3.2 - Number of Computers

08

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

1.78

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

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

The college management recognises that effective maintenance and utilization of academic and physical infrastructure are crucial for a productive teaching-learning environment. Till 2019, the college received a RUSA infrastructure grant of ₹70 lakhs and CPE Grants for facility renovations, along with a recurring grant for equipment maintenance. Key initiatives include:

1. Civil renovation of the old college building.
2. Construction of a truss roof over the old building.
3. Upgrading the electrical system.
4. Painting the college building.
5. Renovating the seminar hall and science seminar room.
6. Upgrading classrooms and the Physics computer room.
7. Modernizing the office space.
8. Annual maintenance contracts with TM Technology for computers.
9. Regular upkeep of laboratory equipment and projectors.
10. Ongoing maintenance of the gas plant, generator, photocopiers, and AC units.
11. Keeping accurate asset registers for all equipment.
12. Major renovations are conducted through government agencies or e-tenders.
13. The Computer Centre, Language Lab, and Library enforce clear usage rules.
14. The Chemistry laboratory adheres to strict safety guidelines.
15. The entire campus is monitored by CCTV for security.

These efforts ensure a safe and conducive environment for learning and development.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

510

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

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

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

559

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

559

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

46

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

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

All state-aided colleges in West Bengal are mandated to have a 'Chhatra Sangsad' consisting of over 50 class representatives from various levels. In April 2017, the Government of West Bengal

passed legislation establishing student councils, but no administrative instructions have been issued for their formation to date, leaving the college without a formal student council.

In the absence of a statutory student body, the Principal and Administrator have initiated several clubs, mentored by passionate teachers, to encourage student engagement and representation in campus activities.

Students are also involved in the academic sphere, particularly with the introduction of the semester system under the CBCS. Each semester has a class observer appointed by the respective Head of Department, who maintains communication with the Principal. The class observer keeps classmates informed about curriculum updates, examination schedules, and project work. Additionally, they relay any grievances to the Principal, ensuring a harmonious atmosphere within the college and preventing unrest.

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

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

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

829

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The college recognizes the importance of having a registered Alumni Association, as it can greatly benefit the institution by providing input on curriculum changes, envisioning future growth, and offering financial support for infrastructural development. Additionally, an active alumni network could foster connections with current students, reinforcing the college's traditions.

However, for various reasons, an alumni association has not yet been established. The college's location in a disadvantaged area discourages many graduates from returning for logistical reasons. Additionally, many successful alumni migrate to Kolkata for work or business, often relocating elsewhere, which further diminishes their connection to the college.

Despite several attempts to form an alumni association, these efforts have unfortunately been unsuccessful, leading to a lack of engagement both among alumni and between alumni and the college.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: The COVID-19 pandemic of 2020-2022 posed unprecedented challenges, confining people worldwide and resulting in significant loss of life. This situation compelled institutions to find ways to continue education while adhering to safety measures. Our vision is to enlighten, empower, and enrich students through

collaborative efforts among faculty, staff, and administration, achieving a synergy between academic practices, social empathy, cultural values, and co-curricular responsibilities, even amidst physical barriers.

Mission:

- To deliver curriculum, evaluate learning, and provide student support remotely.
- To enhance online teaching and learning through effective use of technology and web applications.
- To remain connected 24/7, despite physical confinement.
- To create a holistic online classroom environment for students from diverse backgrounds during the pandemic.
- To sustain the quality of academic, administrative, cultural, and social activities while navigating the challenges posed by COVID-19.
- To gradually resume offline activities with proper safety measures in accordance with government guidelines.

Nature of Governance: The institution employs a three-tiered democratic governance model, involving all stakeholders. The Governing Body sets policies, while the Principal manages daily operations and implements decisions. Various committee conveners, the IQAC, department heads, and staff representatives support the Principal in policy execution.

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

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

During the COVID-19 pandemic, the faculty, staff, and students of the institution faced extended lockdowns but maintained academic, administrative, and co-curricular activities through technology.

1. Faculty members empowered themselves with ICT tools, receiving training from the Principal, peers, and external experts to facilitate online teaching and evaluation.
2. The administration, including the Head of the Institution, kept in constant contact with students via WhatsApp groups,

ensuring support was available 24/7.

3. Online classes followed a routine established by the Routine Committee, with links shared with students a day in advance and uploaded to the college website alongside monthly class reports. Eventually, classes transitioned to a blended format, combining both online and offline instruction.
4. Teachers acted as mentors, providing counseling to students facing challenges during the pandemic.
5. Faculty learned to use Google Forms and Google Classroom, enabling continuous internal assessments and feedback collection.
6. Non-teaching staff also adapted by managing routine tasks in a blended mode.
7. As in-person learning resumed, proper sanitization measures and adherence to SOPs were implemented.

The leadership, faculty, and staff proactively ensured the college environment was safe and supportive in the post-pandemic era.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Due to unprecedented outbreak of COVID 19 pandemic compelled to run the wheels of our life through successful implementation of strategies like

1. Blended teaching learning and evaluation (during COVID pandemic and after COVID outbreak)
2. 24x7 connectivity through WhatsApp groups
3. Counselling the students to cope with the new technologies and telephonic support for preparing assignments
4. Online exam system and its evaluation
5. Continuous health awareness through seminar and talks by eminent doctors

6. Vaccination camps and Covid 19 awareness camps

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

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

The college is a compact organisation where the Governing Body serves as the apex authority, setting institutional policies. The Head of the Institution is responsible for implementing these policies while maintaining personal connections with all stakeholders. To promote a more democratic and participatory structure, the college has established an organisational setup, as depicted in the accompanying organogram.

The roles of the statutory committees align with the established procedures and norms of the university and similar colleges. These functions may be adjusted as required by directives from the government or the university. As a state-aided institution, the service rules for all employees are determined by the Government of West Bengal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.bankimsardarcollege.org/page/organogram
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

- As a Government Aided College, welfare schemes are primarily offered by the state government. The college operates a Staff Cooperative Credit Society, registered under the Cooperative Society Act, to meet the financial needs of staff members by providing advances up to ₹60,000 at a moderate interest rate. Dividends are distributed annually based on shares and loan interest. Additionally, the college promotes a Group Insurance Policy for both teaching and non-teaching staff, even in the absence of requirements from any regulatory authority.
- The college awards annual festival bonuses to both management-appointed teaching and non-teaching staff. Furthermore, non-teaching staff have the option to receive a "Puja advance" each year, which is later deducted from their salary in ten equal installments.
- New faculty members also benefit from an "advance salary" during the period before their official salary from the state government is established, with this advance adjusted against their arrears once received.

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

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

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

0

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

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

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

2

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

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

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

14

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

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

Performance Appraisal of Teachers

Teachers are required to submit monthly course completion reports based on a modular curriculum plan established at the semester's

start. The Principal engages in monthly one-on-one discussions with teachers to review their performance. Each teacher maintains a diary detailing classes taught, academic and administrative tasks, and daily time spent. Performance evaluations also consider research contributions, publications, and participation in seminars and extension activities, monitored by the IQAC. Additionally, student feedback is collected confidentially to assess teaching effectiveness. The college employs a 360-degree performance appraisal method, incorporating self-appraisal from teachers.

Performance Appraisal of Staff

The college develops an administrative calendar that allocates monthly tasks for each staff member. The Head Clerk oversees the progress of these tasks and reports to the Head of the Institution. This work audit calendar serves as a tool for monthly performance appraisals. A daily work distribution calendar is also created, assigning tasks to staff members. During office closures, the Head Clerk monitors completed and pending work, providing a framework for daily performance evaluations. This structured approach ensures accountability and facilitates continuous improvement in staff performance.

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

6.4 - Financial Management and Resource Mobilization

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

The external audit mechanism at the college is designed to assess the accuracy and reliability of financial statements prepared by the accountant. The process includes several key steps:

1. The accountant-in-charge maintains the books of accounts under the guidance of the finance committee convener and the bursar.
2. These accounts are then audited by statutory auditors appointed by the state government.
3. The auditors prepare an audit report, which includes their

observations.

4. The Governing Body reviews this report and communicates it to the Government of West Bengal.
5. The Governing Body also considers any auditor's notes or objections and ensures compliance with their recommendations.

In contrast, the internal audit mechanism focuses on enhancing operational efficiency and compliance. Internal auditors are tasked with designing control processes to ensure:

1. Effective and efficient operations
2. Reliable financial and informational reporting
3. Compliance with relevant laws and regulations
4. Protection of assets
5. Fraud detection
6. Efficient use of resources
7. Risk evaluation

Note: The college updated its internal audit procedures in 2021-2022, while the external statutory audit is currently pending.

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

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

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

0

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

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

To ensure the effective and efficient use of college resources, the institutional mechanism operates as follows:

1. During each Governing Body meeting, the Finance Sub Committee convener presents a Finance Report, updating members on financial trends.
2. The college conducts regular statutory audits, complying with auditor observations.
3. An internal audit mechanism monitors financial transactions to enhance internal checks and controls.
4. The Bursar adheres to strict expenditure discipline and follows purchase procedures established by internal auditors.
5. The Finance Sub Committee convener develops fixed deposit plans, balancing profitability with liquidity.
6. Financial receipts are processed through banks, while payments primarily occur via account payee cheques.
7. Funds received from the UGC and other funding agencies are held in separate bank accounts, utilized per central and state finance regulations.
8. Payments from central government funds, such as RUSA and UGC-CPE, are processed through the Public Financial Management System (PFMS).
9. Salary payments from state government funds are managed through the Human Resource Management System (HRMS).
10. Expenditures exceeding ₹500,000 are processed through government agencies like the South 24 Parganas Zilla Parishad or via e-tendering.
11. Student fee funds are maintained in a separate bank account, designated for teaching and learning activities.

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

6.5 - Internal Quality Assurance System

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

To promote holistic development aligned with our vision of Enlightenment, Empowerment, and Enrichment, the IQAC has implemented several initiatives:

1. Awareness of SOPs for the neo-normal situation.
2. Support for blended learning, assisting both teachers and students.
3. COVID-19 Vaccination Camps to ensure community health.
4. Amphan Relief Work to aid affected individuals.
5. Celebration of Azadi Ka Amrit Mahotsav with various activities:
 - August 15, 2021: Offline Independence Day celebration.
 - September 5, 2021: Webinar on "75 Years of Independence, Structural Change in Education System, Future Perspectives, and National Educational Policy," organized by the Departments of Philosophy, Sanskrit, English, and IQAC.
 - September 18, 2021: Program by the Department of Economics and IQAC.
 - September 18, 2021: Webinar on "75 Years of Indian Economy: From Mahalanobis to Manmohan," organized by the Department of Economics and IQAC.
 - September 18, 2021: Webinar on "COVID-19 and Child Health," organized by the Department of Chemistry.
 - September 19, 2021: Webinar on "75 Years of Indian Economy: From Manmohan to Modi," organized by the Department of Economics and IQAC.
 - September 25-26, 2021: Webinar on "75 Years of Indian Literature," organized by the Department of Bengali

and IQAC.

6. Preparation of the NAAC SSR for the third cycle.

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

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

The IQAC held regular meetings online, with all proceedings recorded in the IQAC minutes on the website. During these meetings, the committee reviewed the previous year's teaching and learning experiences, discussed curriculum changes suggested by the university, and planned initiatives to improve admission processes, enrollment strategies, and address diverse student needs. Additionally, the IQAC focused on evolving teaching methods and implementing continuous internal assessments.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college, in its process of ensuring the achievement of its core value of "Vidya Vimuktaye", has been doing quite well. It not only has succeeded to enlighten the financially poor and socially backward part of the society but at the same time it has ensured gender equality as well, as its present female student ratio is above 49% and almost at par with the male students. An increase of around 15 percentage points increase in female students in the last seven academic sessions does ensure the achievement of gender equality. In a socially backward area, during the lockdown of Covid, these figures are really significant.

In spite of the whole of the last academic year as well as the half of the present academic year being spent in complete shutdown of physical activities in Educational Institutions in the state, these high figures of female enrolment do speak for the good management policy of the authority that encourage female enrolment in this college. Apart from conducting Gender Audit for the newcomers through which students express their views of gender-issues, college organised "Avishek Dibas", "Abhibhabak Dibas". All these programmes, held in online mode this year due to covid, emphasized the necessity of female education before the students and their parents. Last but not the least, college has a strong mentor-mentee relationship that always ensures gender equality in every event that happens by encouraging higher proportion of female participation.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

Environmentally locational facility of the college within greeneries and pollution free rich biodiversity makes the generation of wastes very little. Hence, the necessity of management of wastes in an eco-friendly set up is almost absent. However, the college reopened in the month of November, 2021 after the prolonged long lockdown of almost twenty months. The college again was closed in the month of January due to Covid and reopened in early February. On every occasion, college authority took proper policies for cleaning of the college following covid guidelines. Once the college started to function in physical mode, college authority took serious note of management of health or medicine related wastes, since strong guidelines were followed against covid. Apart from this, like every normal year, the college followed the following policies for waste management.

- 1. The college properly categorises, disaggregates as well as manages biodegradable and non-biodegradable solid wastes.**
- 2. E-wastes of computer lab and other forms are kept aside and**

properly managed for possible reselling in the future.

3. The college properly channelises and disposes the waste water into the ground without harming any animal or plant

The college properly uses the rain water by demineralizing it for the use of chemistry lab.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Socio-economic challenges and communication barriers at the college amplify teachers' responsibilities towards students. Implementing a mentor-mentee system fosters inclusiveness, ensuring broad participation in events regardless of gender or caste.

Notable events like Abhishek Dibas, Teachers' Day, and Independence Day saw significant participation from female students. This year, the college continued its "mask-up" initiative, again led by female students. Additionally, the college actively promoted vaccine awareness in the community and conducted two vaccination drives for students, reaching over 1,225 participants.

To celebrate 75 years of India's independence, the college organized webinars on various topics, including film studies, socio-economic prosperity, and COVID-19 impacts, encouraging involvement from students and their parents. These programs helped foster inclusivity during a time of restoring normalcy.

The Geography department also maintained its efforts in raising awareness about potential disasters in the Sundarbans, ensuring that the community remains informed and prepared.

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

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

Half of the academic year went through lockdown. But the college did not stop from organizing events. The celebration of the 75 years of India's Independence, named as "Azadi Ka Amrit Mahotsav" began with a series of programmes that involved events on New Education Policy to Politics and Economy, duties of responsible citizen in the era of new normal following Covid guidelines. College also observed the birth anniversary of Netaji Subhas Chandra Bose and the Republic Day. Different aspects of the Constitution and their implication on our lives were explained for the students and staff by the principal and other senior teachers.

The IQAC observed Women's Day by organising sensitization programme on women trafficking - a much needed awareness campaign for the students of backward areas. Apart from these, several webinars, students' seminars were conducted to address the issue of constitutional rights and duties. Our Gender audit always uphold the issues of Gender Discrimination as faced by women at work place and at home. Strong mentoring is practiced so that no women face any discrimination. Hence, there is no complaint of gender discrimination received from any student during the last few years.

The College took exemplary leadership towards vaccination of its students and staff and spreading awareness about wearing masks and vaccination - a duty that carries immense significance in the days of pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

In spite of the prolonged lockdown, College observed several important days - few of them were in online mode and rest in the offline form.

The college observed Independence Day, Teachers' Day, Festival of Mahalaya as Agomoni, Republic day, Birth anniversary of Netaji Subhash Chandra bose, Saraswati Puja, Women's Day or Nari Dibash, etc.

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

7.2 - Best Practices

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

Best Practice 01: Drive for Vaccination

Objective: To promote awareness of vaccination's importance among students, employees, and the community.

Context: The COVID-19 pandemic disrupted academic activities, necessitating safety protocols and vaccinations for a safe return to normalcy.

Practice: The college hosted two webinars and two vaccination camps in Canning I Block, collaborating with local health officials to facilitate vaccination.

Evidence of Success: On October 4, 2021, 752 students received their first dose. A follow-up webinar addressed post-COVID safety, leading to a second camp in January where 474 students were vaccinated.

Challenges: The campaign required significant manpower and precautions.

Best Practice 02: Refocusing on Skill Development

Objective: To equip students with industry-ready skills for better employability.

Context: Industry 4.0 requires education to focus on skill development to meet industry demands.

Practice: The college organised industrial training programs through Corporate Social Responsibility partnerships to alleviate

financial barriers for students.

Evidence of Success: A 100-hour training with Tata Consultancy Services involved 43 students, resulting in 9 advancing in recruitment and 4 securing jobs. A national conference on skill development further highlighted upskilling needs.

Challenges: High training fees and communication barriers limited opportunities. The college seeks more CSR collaborations and better online training facilities.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The thrust areas of the college are not only to enlighten the students by making them educated but also to empower and enrich them to become responsible citizens with necessary qualities. The years of covid created several difficulties for the poor people living in these areas. It was a challenge before the college to restore normalcy following covid guidelines and bring back the pre-covid environment of teaching-learning. The college successfully got through this challenge and restored normalcy along with generating awareness about covid in the neighborhoods and vaccinating its students to create a covid-free environment inside the college. Apart from this, post-covid market scenarios have changed immensely. One needs to be especially skilled in order to be employable. College looks to explore that aspect as well and train its students directly in collaboration with the industrial houses - an effort that would upskill the students beyond formal education and prepare them for employment in industries while learning or immediately after completion of graduation. For a socially backward area where majority of the students come from poor or socially backward families, these progressive initiatives are really significant and forward-looking.

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

7.3.2 - Plan of action for the next academic year

As future plans, exploring more avenues of Industrial trainings for our students through CSR route would be one of the priorities. Setting up more computer labs for online facilities of such training programmes is another priority. These would be cost beneficial for our students as well. We have plans for conducting more training batches for our present and ex-students in collaboration with TCS so that they get more facilities of direct employment. We have offers from various start-ups to work in collaboration with us for our students and the people of Sundarbans.

We have offer from Sphere Edge Enterprise, a Government of India enlisted Start-up, to set up incubation center at our college for conducting project on Sustainable Development of Sundarbans through Bio-engineering intervention by using vetiver grass technology. A project that has several positive outcomes on the eco-system of Sundarbans as well as on skill formation and employability generation among students. We have offers from Mahindra Group to start industry related skill development programmes in our college which we want to explore in near future.

Along with these advanced forms of upskilling, we would also continue to develop basic forms of skills in our students through our previous Best Practice "Sundarmon". By this programme letter writing, bio-data writing, photography contest, essay writing contest, science exhibition, presentation contest, lateral thinking contest and several other forms of skill formation would be emphasized.