

INTERNAL QUALITY ASSURANCE CELL ANNUAL  
QUALITY ASSURANCE REPORT (AQAR)

**NAAC Executive Committee No. & Date**

**NAAC/A&A/outcome-383/2007/      dated 17.04.2007**

2017 - 2018

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

(NAAC)



ESTD:1944

BANWARILAL BHALOTIA COLLEGE: ASANSOL-713303

WEST BENGAL

INTERNAL QUALITY ASSURANCE CELL (IQAC):

BANWARILAL BHALOTIA COLLEGE: ASANSOL

'NAAC REACCREDITATION – A COLLECTIVE RESPONSIBILITY'

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## **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

BANWARILAL BHALOTIA COLLEGE

1.2 Address Line 1

B.B. COLLEGE ROAD

Address Line 2

USHAGRAM

City/Town

ASANSOL

State

WEST BENGAL

Pin Code

713303

Institution e-mail address

bbcollege1944@gmail.com

Contact Nos.

9932940169

Name of the Head of the Institution:

DR AMITAVA BASU

Tel. No. with STD Code:

0341-2275414

Mobile:

8617098473

Name of the IQAC Co-ordinator:

DR TRIDIBSANTAPA KUNDU

Mobile:

09434331453

IQAC e-mail address:

iqacbbc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) N A

OR

NAAC Executive Committee No. & Date:

NAAC/A&A/outcome-383/2007/ dated 17.04.2007

1.4 Website address:

[www.bbcollege.ac.in](http://www.bbcollege.ac.in)

Web-link of the AQAR:

<http://www.bbcollege.ac.in/aqar.php>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	85-90%	2007	2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

28.11.2007

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

2017-18

1.8 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 \_\_\_\_\_ 2013-2014 \_\_\_\_\_ (22/12/2018)
- ii. AQAR \_\_\_\_\_ 2014-2015 \_\_\_\_\_ (24/12/2018)
- iii. AQAR \_\_\_\_\_ 2015-2016 \_\_\_\_\_ (24/12/2018)
- iv. AQAR \_\_\_\_\_ 2016-2017 \_\_\_\_\_ (25/12/2018)

1.9 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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Kazi Nazrul University, Asansol

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

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

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	12
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	4
2.11 No. of meetings with various stakeholders:	No. 10 Faculty 4

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

- 1) **West Bengal Urdu Academy Sponsored, A One Day National Level Seminar on "FORT WILLIAM COLLEGE KI ADABI KHIDMAAT"** on 26<sup>th</sup> April, 2018, organised by Department of Urdu, under the aegis of Internal Quality Assurance Cell, B.B. College.
- 2) A national level one day seminar on "***Application of Probability theory***" organized by the department of Mathematics and Statistics, B B College, Asansol in collaboration with Calcutta Statistical Association on 28<sup>th</sup> March ' 2018. The eminent speaker of the seminar was **Dr B K Sinha**, Professor of Statistics of the Indian Statistical Institute, Kolkata
- 3) A seminar lecture on the topic "***Changing courses of the Eastern Himalayan Rivers: disaster and irrigation aspects***" was delivered by Dr Partha Sarathi Chakraborty a renowned geologist and experts in River Water Management on 22<sup>nd</sup> November '2017
- 4) A seminar on "***PRADHAN MANTRI AWAS YOJANA AND DIGITAL BANKING***" was held on 17<sup>th</sup> August '2017 jointly organized by the IQAC, B B College, Asansol and the State Bank of India, Asansol-Murgasole Branch.
- 5) A seminar was organized by the department of Physics and department of Mathematics to celebrate the International day of light on 16<sup>th</sup> May '2018.

## 2.14 Significant Activities and contributions made by IQAC

- Encourage staff and students to improve the use of e-learning resources, at the outset of introduction of new syllabus under CBCS for the academic session 2016-17.
- In addition to the academic curriculum, the college is providing Add on Courses like Tally, Network security, GST, office management skills and income tax to increase the employability skill.
- Faculties are encouraged to apply for innovative projects to get funding from various Granting Agencies.
- In order to conduct Academic Audit, a Core Committee, comprising the TIC, IQAC Coordinator and Dean, was constituted. The academic audit was held on

## 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
To complete the construction of a new building for newly opened Hindi Shift students	Remedial classes were conducted to help the slow learners to improve their academic performance.
To cater to the needs of slow learners through remedial classes	All the seats in regular courses and self-financing stream were filled up.
Admission - All the seats are to be filled up as per intake capacity permitted by University.	Academic Audit was conducted and 6 meetings were held to facilitate interaction between IQAC and departments.
To conduct an academic audit of department	

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body    Yes       No  

Management       Syndicate       Any other body  

Provide the details of the action taken

- Suggested to strengthen the placement, industry institution interaction, and research & consultancy activities

## 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	3			
UG	12	0	2	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	15		2	
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: <sup>✓</sup>**CBCS**/Core/Elective option / Open options  
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	17
Trimester	0
Annual	0

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

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

*\*Please provide an analysis of the feedback in the Annexure*

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

NIL

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

NIL

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	71	32	20	0	19

2.2 No. of permanent faculty with Ph.D. 28

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
	01	37	NA	NA	NA	NA	0	0	01	37

2.4 No. of Guest and Visiting faculty and Temporary faculty 33 Nil 7

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	17	16	10
Presented papers	12	14	00
Resource Persons	00	00	00

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

The institute has introduced the different innovative methods for enriching the learning experience. These includes

- **Youtube assisted learning** is being practiced.
- **Information and Communication Technology (ICT) Enabled Teaching:** Virtual class rooms ICT enabled class room facility is made available by the Institute to a limited extent.
- **Project based method :** Survey, testing and report writing ensure the required project-based learning among the students.
- **Field study and experimental method:** Experimentation, demonstration, visual aids, periodical industrial visits, organizing exhibitions as well as presenting papers.
- **Students interactive method:** Group discussion, role-play, subject quiz, news analysis, educational games and discussion with question/answers.
- **Student Seminar:** students present seminar on contemporary topics.

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

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Online MCQ/PPT presentation/Viva-voce

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

06

45

2.10 Average percentage of attendance of students

77%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(Hons)	400	NA	6.75	43.5	NA	50.25
B.Sc.(Hons)	196	NA	28.57	33.67	NA	62.24
B.Com.(Hons)	244	NA	23.77	45.9	NA	69.67
B.B.A.(H)	48	NA	62.5	31.25	NA	93.75
B.C.A.(H)	37	NA	86.5	2.7	NA	89.2
B.A.(Genl)	217	NA	0.46	1.84	4.61	6.91
B.Sc.(Genl)	15	NA	0.0	33.33	13.33	46.66
B.Com.(Genl)	146	NA	0.68	8.9	60.96	70.54
M.Sc.(Physics)	08	NA	100	0.0	NA	100
M.Sc.(Zoology)	27	NA	100	0.0	NA	100
M.A.(Hindi)	14	NA	50.0	50.0	NA	100

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

To monitor and evaluate the Teaching and Learning process IQAC took the following measures.

- **Inductive meeting** is organized to make the students familiarized with the course, mode of internal assessment as well as facilities available in college.
- **Meeting of the teaching members** are conducted course-wise around the middle of the session to get the measures on progress of the curriculum.
- **Students' seminars** on contemporary topics are organized to get their pulses.
- **Feedback from the students** is collected at the middle of the academic session to take necessary corrective measures.

### 2.13 Initiatives undertaken towards faculty development

IQAC took different initiatives towards faculty development.

- Conducts a meeting regarding CAS promotion of teachers.
- Encourages the faculty member for engagement in the promotional research
- Encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	05
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	01

### 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	25	33	0	40
Technical Staff	00	01	0	01

## Criterion – III

### 3. Research, Consultancy and Extension

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

Major initiatives taken by the IQAC include:

- Creating research culture among faculty members and students.
- Motivating to undertake minor and major research projects from various funding agencies viz, UGC, DST, DBT, ICMR and CSIR etc.
- Provide guidance for publication of papers/articles in reputed journals.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		29,50,000/-		

#### 3.3 Details regarding minor projects -NIL

	Completed	Ongoing	Sanctioned	Submitted
Number		6		
Outlay in Rs. Lakhs		18,60,000/-	18,60,000/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	29	17	0
Non-Peer Review Journals	0	11	0
e-Journals	0	0	0
Conference proceedings	0	8	0

#### 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	WBDST	29,50,000/-	20,56,204
	2	British Library	23,49,864/-	23,49,864/-
Minor Projects	2	UGC	18,60,000/-	13,45,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2	College	15,000/-	8,000/-
	2	College/NGO	5,000/-	5,000/-
Any other (Specify)	2	Self	20,000/-	10,000/-
Total			71,99,864/-	57,74,068/-

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					2
Sponsoring agencies					Self

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

3.13 No. of collaborations: NIL 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: NIL

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 NIL

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="48"/>	State level	<input type="text" value="24"/>
National level	<input type="text" value="10"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text" value="17"/>
		Any other	<input type="text"/>

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

- Tree plantation at college campus as well as outside the campus and Hindi college campus.
- Earn and Learn program by making handicraft goods
- Blood donation camp
- Blanket donation to the college adopted villagers
- Donation of Books and Copy to the school student present at adopted village (Helped by Srijan welfare society, Asansol)
- Blanket donation at Bishinda village, Susunia, Bankura
- Theatre Workshop conducted by AsansolCharyapada.
- Mulberry plantation at college campus.
- Medicinal plant garden.
- “Swacchta Hi Seva” in College.
- Vermicomposting of biodegradable waste
- Organic cultivation at adopted village.
- Free Health checkup Camp and Free medicine supply to the adopted villagers.
- New cloths distribution for children at adopted village.
- **Malaria and dengue awareness**
- **Road Safety Program.**
- **Participation in seminars and Silk training programs.**
- *Cloth distribution to the Rail station and street children.*

## 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	7.8088 Acres	Nil	NA	7.8088 Acres
Class rooms	62	Nil	NA	62
Laboratories	19	Nil	NA	19
Seminar Halls	2	Nil	NA	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		3	WBDST	
Value of the equipment purchased during the year (Rs. in Lakhs)		7,19,089		7,19,089
Others	Nil	Nil	Nil	Nil

#### 4.2 Computerization of administration and library

- Pay Roll Processing Sub – Module of HRMS – IFMS is implemented for easy disbursement of salary of the teaching and non – teaching employees of the college.
- 20 new CCTV with HD quality are installed, that is total 36 CCTV are in use which has enabled the surveillance more effective in the college campus.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36153	4834529	298	57454	36451	4891983
Reference Books	11781	1068355	118	59350	11899	1127705
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	12	11875	Nil	Nil	12	11875
e-Journals	NLIST	-	Renewed	5900	Renewed	5900
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	135	70	Wi- Fi Broadband connection for the whole campus with 20 mbps speed	135		17	44	4
Added	Nil		Wi- Fi Broadband connection for the whole campus with 50 mbps speed			Nil	Nil	Nil
Total	135		Wi- Fi Broadband connection for the whole campus with 50 mbps speed			17	44	4

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

The Wi-Fi broadband connection speed has been upgraded to 50 mbps from 20 mbps. The Wi-Fi line is divided in to four units, i. Principal Chamber, ii. Accounts section, iii. Old Building, iv. New Building (Library).

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	Rs 2.5
ii) Campus Infrastructure and facilities	Rs 22.5
iii) Equipments	Rs 0.50
iv) Others	Rs 0.25
<b>Total:</b>	<b>Rs. 25.75</b>

## Criterion – V

### 5. Student Support and Progression

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

1. A seminar on the details of the recently introduced CBCS system was held during this session. It was intended to familiarise the students with details like the credits assigned to each paper, the difference between Core and Generic papers, the calculation of the final CGPA and so on
2. The IQAC also promoted the idea of Earn-While You Learn scheme where students gained first-hand experience
3. Development of Digital Record Room
4. The college also arranges seminars and lectures by resource personnel quite often
5. In keeping with its agenda of achieving holistic development, the IQAC accelerates the maintenance and further development of sports amenities

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

1. The Alumni association maintains an informal database of students' progression
2. Internal examinations are conducted at the end of every semester to gauge the performance of the student. Further with regular arrangements of debates, discussions and quiz competitions held informally in the respective departments, the faculty is well-informed about the students' progression
3. Preservation of the results of internal assessments

#### 5.3 (a) Total Number of students

UG	PG	PhD	Others
5074	74	1	Nil

(b) No. of students outside the state

57

(c) No. of international students

NIL

Men	No	%	Women	No	%
	2388	46.4		2760	53.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3149	642	172	395	2	4360	3891	678	151	426	2	5148

Demand ratio 3:1 Dropout % 3%

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

The faculty of various departments impart guidance as to the preparation required in the context of competitive examinations. The departments of Physics, Hindi and Zoology which offer PG courses are especially active in helping the students prepare for CSIR-NET examinations.

No. of students beneficiaries

10

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

- The Career counselling Centre has helped the students gain insight into a variety of career choices now available to them. Personal coaching is meted out by faculty of the respective departments as and when necessary
- The Placement cell in collaboration with the Department of Labour, Government of West Bengal has organised a series of Mock Tests
- Seminars on personal grooming and information regarding pursue of higher education has been conducted by the following institutions in the college:
  - Indraprasth Institute of Management
  - IBS, Hyderabad
  - ICFAI University, Jaipur
  - International Institute of Business & Excellence (IIBE)
- Participation in International Conference Management – Health & Media (Bhavishya - ICMHM)

No. of students benefitted

500

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Data not available	Data not available	Data not available	57

### 5.8 Details of gender sensitization programmes

The Women's Development Centre has been intently working towards the development of a gender-neutral academic environment which fosters a proper understanding of gender issues and harassment cases. The contact details of the members of the Women's Development Cell are placed within easy availability of the students.

### 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	1132	Rs. 783453/-
Financial support from government	478	Rs. 8181000/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

### 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:

1. The construction of roads during monsoon
2. Renovation of the Boys' Hostel
3. Remodelling of the common rooms
4. Installation of purified water kiosk in different floor

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **Vision:**

The vision of Banwarilal Bhalotia College is to provide comprehensive education for understanding human values, professionalism, social responsibilities, political awareness and install scientific state of mind to all sections of students including schedule caste, schedule tribe, other backward communities, economically poor peoples and religious minorities group with special focus to girl's students.

##### **The Mission:**

1. The mission of our institution is to provide profuse scope for versatile development of youth section of society irrespective to caste, faith, gender and religious or political affiliations.
2. To provide quality education to the student of all shift and streams.
3. To develop academic programmes based on local/regional/national needs.
4. To pursue student centric learning for self-development and skill development among students.
5. To nurture social and environmental awareness and responsibilities among all students of all sections.
6. To introduce advanced technology in our existing academic system.
7. To create more affable atmosphere in the academic periphery.

The College Teachers' Council consists of different committees with a combination of senior and junior faculty members. This combination of seniors and juniors helps grooming of leadership at various levels. The Students' Union Council consists of class representatives **(One Class representative per 40 students)** of both boys and girls students elected from all streams, Science, Arts, Commerce, morning section and Hindi shift to represent the whole student community. The members as class representatives of Students' Council act for running mainly the day-to-day academic affairs of the College and pass it to the concerned authority. This also helps in grooming of leadership.

The Principal/Teacher-In-Charge in coordination with Teachers' Council members, Governing body, different committees, HODs, Students' Union Council, NSS & NCC programme officers monitors all the institutional activities. The Principal/Teacher-In-Charge in consultation with academic committee, UGC committee and all HODs evaluate policies and plans of the College for effective implementation and improvement from time to time.

The academic leadership is provided to the faculty through formulation of different committees and units of the College with specific activities: (1) Teachers' council (Works for academic affairs) (2) Building Committee (3) Examination Committee (4) Admission committee 5. Anti ragging committee 6. Grievance redressal and disciplinary sub committee 7. Women's cultural committee 8. UGC sub committee 9. NAAC committee 10. Games and sports committee 11. Maintenance committee 12. NCC Female Wing and Male Wing 13. NSS unit, 14. Campus Maintenance committee. 15 Magazine Maintenance 16. Library committee and 17. Routine Committee. These committees consist of senior and young faculty members both male and female. It helps them to share and learn leadership qualities. The faculty members take care of all the activities of the mentioned committees.

The recruitment of teaching staff, non-teaching staff, infrastructure development, student support and welfare schemes are managed by the department of Higher Education (DHE), Government of West Bengal. The higher education department, the Principal/Teacher-In-Charge, the non-teaching staff, the Teachers' Council, Departmental Heads upholds a healthy interaction which helps in designing and implementation of its quality policy and plans. Being a Government added College; the Principal has a central role for all correspondence with highest administrative body, the Governing Body. The Principal is the administrative Head of the institution and operates all types of financial transaction along with a competent member of Governing body.

## 6.2 Does the Institution has a management Information System

Yes, biometry identification system is already operational for smooth and regular maintenance of teaching and non-teaching staff attendance. For students, attendance registers are regularly maintained.

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

### 6.3.1 Curriculum Development

The college is affiliated to Kazi Nazrul University, Asansol. It is strictly following the CBCS system prescribed by the University Grants Commission from 2016-2017 onwards. In addition to the CBCS curriculum, appreciable use of digital class rooms, smart class rooms and ICT are in regular use in various departments. Different distinguished faculty members are often invited for delivering lectures. Students are also actively encouraged to give their own presentation on different subject topics as per their prescribed syllabus.

### 6.3.2 Teaching and Learning

1. Provides remedial coaching classes for the socially-backward and economically-weaker students to enable them to cope with the programme of their choice.
2. Follows the academic calendar as per Kazi Nazrul University guideline.
3. Provides the learning facilities like smart classrooms, modern teaching aids like LCD projector, well-equipped laboratories with lab assistants, educational excursion, digital library with reading room and Wi-Fi connection for all students.
4. Upgradation of the central library with new published text book, reference books, some journals, previous year question papers and some news papers.
5. Principal takes introductory classes in all subject to make the students understand the newly introduced CBCS system and to bridge the knowledge gap of the enrolled students in order to enable them to manage with the programme of their

### 6.3.3 Examination and Evaluation

1. A meticulous evaluative process is practiced in our college throughout the year. This includes class tests, surprise tests and tests. The final test exams are regularly conducted once in a year. Students who do not clear the final tests are not allowed to appear for the final university examination.
2. Final test answer scripts are thoroughly evaluated by the eminent faculty members of our college. Students are also permitted to look into their evaluated answer scripts in presence of the concerned faculty member for their better understanding and further improvement.
3. From 2016-2017 onwards, after the adaptation of CBCS system, internal examinations are held twice in a year before each semester examinations. **From this year online examination has been start in the computer laboratory of our college.** Students are strictly instructed to maintain a 75% class attendance to be allowed to appear in the final university semester examinations. For each student, marks obtained in internal exam, would be added to their final marks secured in the semester exam which actually enhances the importance of internal examinations.

#### 6.3.4 Research and Development

1. Some Science departments has separate research laboratory for teachers to run smooth research and projects sponsored by different agencies.
2. Encouragement to teachers by the Research Committee as well as by the Principal to submit research projects to various funding agencies and to publish quality research books, research papers in reputed journals in and outside of country. .
3. Invitation to eminent scientists and speakers for delivering talks/presiding the technical session of the seminar.
4. Encouragement to students to attend the seminar, workshops, invited guest lectures organized by the departments and other Colleges of the state.

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

1. Student records/ internal marks/ fee payments are fully computerised/ maintained manually by our office staffs.
2. Purchase / salary / leave records of faculty members are fully computerised.
3. The college has Wi-Fi enabled campus.
4. Maintenance of computational systems by Internal Systems Administration Team.

#### 6.3.6 Human Resource Management

1. Encouragement to faculty members to attend various staff development programmes.
2. Provision of UGC pay scale to teachers, additional increments to M.Phil./Ph.D. awarded teachers as per UGC norms, annual increments and promotion to the faculty as per UGC norms.
3. Provision of Self-Appraisal Reporting system for teachers at the time of promotion from one post to another post and one grade pay to another grade pay.
4. Encouragement to students to attend seminar/symposium/workshop/ invited lectures.
5. Quick pay fixation of newly appointed teachers, librarian and non-teaching staff.

### 6.3.7 Faculty and Staff recruitment

Permanent faculty members are selected following the guidelines provided by the UGC and WBCSC.

Guests, Contractual (CWTT) teachers and non-teaching staffs are recruited by the college authority following the guidelines of affiliated university and West Bengal Govt.

Process of selection includes the following steps:

Paper Advertisement

Conducting Interview

Collect Applications

Short listing the resumes

Conduct Written Exam/ Interview

Offer Letter Given

Appointment Order given

### 6.3.8 Industry Interaction / Collaboration

Students of Microbiology Department visited **United Spirit Limited** for understanding fermentation technology as per their curriculum.

Students of BBA and Microbiology Department visit every year in Minar Confectionary, Asansol as per their curriculum.

### 6.3.9 Admission of Students

1. Transparent admission process through online application, publication of shift, subject and category wise merit list in college website as well as in college notice board before the date of admission.
2. No recommendation from any authority either political or administrative not accepted during admission process.

## 6.4 Welfare schemes for

Teaching	<ol style="list-style-type: none"> <li>1. Loan facility is provided from Cooperative Society of the college</li> <li>2. Group Insurance Scheme (United Suraksha Yojana) for teaching staff</li> <li>3. Refundable and Non-refundable loan facility from Provident Fund</li> <li>4. Accommodation facility is provided</li> <li>5. In-campus doctor facility</li> <li>6. College has provision to guide the teaching staff regarding different investment matters and tax related issues.</li> <li>7. Government Schemes:             <ol style="list-style-type: none"> <li>i) Provident Fund</li> <li>ii) Gratuity</li> <li>iii) Encashment of earned leave salary</li> </ol> </li> <li>8. Financial support to departments for hosting seminars, conferences and workshop in the campus.</li> </ol>
Non teaching	<ol style="list-style-type: none"> <li>1. Loan facility is provided from Cooperative Society of the college</li> <li>2. Group Insurance Scheme (United Suraksha Yojana) for non-teaching staff</li> <li>3. Refundable and Non-refundable loan facility from Provident Fund</li> <li>4. Accommodation facility is provided</li> <li>5. In-campus doctor facility</li> <li>6. Computer training programme</li> <li>7. College has provision to guide the non- teaching staff regarding different investment matters and tax related issues</li> <li>8. Safety facility for guards and sweepers includes providing uniform, rain coats, umbrella, torch etc.</li> <li>9. Laboratory safety and security facility for lab attendants by providing aprons, gloves etc.,</li> <li>10. Tuition fee waiver scheme for wards of staff</li> <li>11. Government Schemes:             <ol style="list-style-type: none"> <li>iv) Provident Fund</li> <li>v) Gratuity</li> <li>vi) Encashment of earned leave salary</li> </ol> </li> </ol>

Students	<ol style="list-style-type: none"> <li>1. Fees concession for the students having good academic background as well as economically poor candidates after verification of relevant documents.</li> <li>2. Scholarship (Swami Vivekananda, Kanyashree, Minority, Schedule caste/ Schedule tribe) provided by state government.</li> <li>3. Medical assistance from the college health centre to the students.</li> <li>4. Skill development (Spoken English, Computer Literacy, etc.,)</li> <li>5. Practical Knowledge Training.</li> <li>6. Tutorial Classes for weaker students.</li> <li>7. Remedial classes.</li> <li>8. Sanitary napkin given to the female students through vendor machine in nominal charges.</li> <li>9. Badminton court is constructed in the girl's hostel premises.</li> <li>10. Financial support to students for preparing model/project for participating in district and state level science fair competition</li> </ol>
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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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	IQAC/TC
Administrative	Yes	Govt. Of WB	Yes	GB

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

Not applicable. The college is affiliated to Kazi Nazrul University.

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

Not applicable.

6.11 Activities and support from the Alumni Association

Alumni association constitutes an important part of our college. Many of our present faculty members are the ex-students of this college.  
Our alumni provide helpful suggestions to enrich the overall quality of our institution.  
Our Alumni help the students in placement through their references.  
The Alumni guided the Students about the employability skills required for academic and industry.  
Alumni convey their feedback about the curriculum and content delivery.

6.12 Activities and support from the Parent – Teacher Association

1. Parents –Teachers meetings are regularly conducted by departmental faculty members before final examination for the betterment of the students in their studies.
2. The queries posted by the parents are noted and would be solved by the departmental faculty members.
3. This meeting would facilitate the parents to convey their ideas for their wards better improvement.

6.13 Development programmes for support staff

1. Programmes for Support Staff members were conducted to equip them with all possible skills for their professional growth and Institutional growth.
2. The following activities are processed, College organizes National Seminar, workshop and different staff training programmes.
3. Both Teaching / Non-teaching are encouraged to continue higher studies.
4. Faculty members are given ample opportunity to publish papers in reputed national and international journals.

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

Students and Faculty members are being informed through circulars, notifications and conducting awareness programmes about the importance of energy conservation.

Lights and fans are switched off when not required.

Classrooms are provided with large size windows so that natural light are sufficient instead of using the electric lights.

Air conditioners are used only at essential places and that too if the situation warms badly.

The UPS Batteries are being maintained in good conditions which reduces the charging current of batteries.

#### **Rain Water Harvesting System**

The Institute has installed a rain water percolation pond on the campus.

The Institute has in place, two rain water harvesting structures in order to increase the water table, as a part of conservation and preservation of natural resource-water.

#### **Tree Plantation**

The Environment Awareness Cell in association with NSS conducts Tree plantation programmes not only in the premises of the institution. Huge number of Arjun plantation in our adapted villages for the purpose of silk moth cultivation.

### **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.

- i. Paper less communication/notification/admission etc. through internet/whats app etc.
- ii. Kanyashree scheme for post graduate students.
- iii. Internet facility up graded up to 50Mbps at College campus.
- iv. Up gradation of CCTV coverage by installation 20 nos. of HD quality.
- v. Invitation of tender for water proof concrete roads.
- vi. Invitation of tender for high drain in the college campus.
- vii. Corporate Scholarship PG students got Rs. 25,000/- per annum and UG students got Rs. 10,000/- per annum.
- viii. Arrangement of mock test by state labour department, Govt. of West Bengal.
- ix. Training for college students for open access resources for UG and PG students.
- x. Students' name registered to employment bank.
- xi. Replace 100% CRT computer monitor to LED/LCD monitor
- xii. Replacement of all heavy duty and high energy consuming ceiling fan to low energy consuming model.
- xiii. Two major projects and six minor projects ongoing, one major project was completed.

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

- i. College has been introduced On-Line admission procedure; all the notices are being made through email, Whats App, Web Site etc.
- ii. One specific dealing assistant for Kanyashree scheme for post graduate students has been deputed. All the eligible cases has been finalized.
- iii. 20Mbps Internet facility was upgraded up to 50Mbps data service.
- iv. 20 nos. of HD quality CCTV camera have been installed to cover wide range of the campus including areas remain untouched with CCTV surveillance.
- v. First Invitation of tender through college website and after subsequent processing work order have been placed for concerned civil work of concrete road amounting Rs. 6,70,421 /- (Rs Six Lacs Seventy Thousand Four Hundred Twenty One )
- vi. First Invitation of tender through college website and after subsequent processing work order have been placed for concerned civil work of High Drain amounting Rs. 4,32, 149/- (Four Lacs Thirty Two Thousand One Hundred Forty Nine).
- vii. College has arranged a common place where students of our college and members of the corporate sector sit together, experts coming from corporate sector select proper students (UG & PG) through a common examination and finally Corporate Scholarship is given to the students for his/her better future study.
- viii. Labour Dept. of Govt. of WB provided 1400 mock question papers and OMR sheets so that needy and eligible students can prepare themselves for state level and national level competitive examination. College provides sufficient space for the above said mock tests.
- ix. Training for college students for Open access resources for UG and PG students were given in their respective department by the expert and ultra-efficient staff of our central library.
- x. Students name registered to employment bank through online portal developed by Govt. of WB (<https://employmentbankwb.gov.in/>)
- xi. Invitation of tender for the replacement of CRT computer monitor to LED/LCD monitor
- xii. Invitation of tender for the replacement of low energy consuming ceiling fan model and installation.
- xiii. Seven projects (major and minor) are running smoothly (see category-3)

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

- i. Distance mode of education through IGNOU and NSOU
- ii. Cultivation and rearing of Tasar silk worm on Arjuna tree forest on barren land.

#### 7.4 Contribution to environmental awareness / protection

- i. Rearing of Tasar silk worm by tribal SHG tribal community.
- ii. Plantation of Mulberry plant at college campus.
- iii. Observation of plantation week (tree plantation at Hindi college campus)
- iv. Organic farming.
- v. In case of solid waste management we followed Vermicomposting method for utilizing biodegradable solids generating from kitchen of college canteen and Boys' and Girls hostel.
- vi. Green Audit: Green audit supporting parameters are conducted in our campus area this year also.
- vii. Malaria and dengue awareness program at college campus and adjoining area.

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 :**

- Collective leadership, responsibility and team-work with feedback-oriented performance appraisal
- Apart from central library number of Departments have departmental libraries
- Near about all departments have modern ICT tools such as LCD projectors, Laptops etc. to use these for class room instruction, conduct of seminars, conferences etc.
- The numbers of students seeking admissions always outnumber the number of available seats

**Weaknesses :**

- Collaborative research with Institutes of repute is needed
- Non-teaching wings are also running at much lower sanctioned strengths and e-governance is at a very low pace to have tangible effects on the functioning of the administrative wings
- College placement cell is not so active

**Opportunities :**

- Improving employability of graduates through placement cells
- Provision for PACE – Personality, Aptitude, & Career Enhancement for overall performance enhancement during the interviews
- With changing market trends there are ample opportunities to start new degree certificate, diploma and other programs particularly towards vocationalization to make students employable.

**Threats :**

- Unemployment among the passed out graduates
- Some of the Departments like Hindi, Urdu, Geography, Education, Computer Science and Microbiology have been left with single sanctioned post or no teacher at all and these departments are running by college recruited contractual/guest teachers and their remuneration is given from college fund which causes great problem for the college
- A huge number of casual/ad-hoc nonteaching staff are recruited by the college authority and their remuneration are borne from the college fund

8.

**Plans of institution for next year**

- i. Badminton court in the Girls hostel
- ii. Opening of study centre at our college of Maulana Azad National Urdu University - Directorate of Distance Education (as the statistics (ECI) says that urdu speaking community present in our area is about 28-33%).
- iii. To open a unit of Bharat Scout & Guide (BSG) *Ministry of Youth Affairs and Sports.*
- iv. Development of Pedestrian friendly road inside college campus.
- v. Set up a computer lab having 100 computers for taking online internal as well as external exam.
- vi. Our central library provides library facility for students of IGNOU and NSOU and common people. They are allowed to access documents with computer.

Name Dr Tridibantapa Kundu

Name Dr Amitava Basu



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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## Annexure- I

*"Blows are what awaken us and help to break the dream"*

### ACADEMIC CALENDAR 2017-18 Banwarilal Bhalotia College, Asansol

Month	Week	Dates in the Week	Number of Holidays	Number of Class Days	Number Of days available for holding classes, class tests, Admission work etc.
1	2	3	4	5	6
July 17	1 <sup>st</sup>	July (1-7)	1 Day : Sunday-02.7.17	1 Days	6 Days
July 17	2 <sup>nd</sup>	July (8-14)	1 Day : Sunday-09.7.17	1 Days	6 Days
July 17	3 <sup>rd</sup>	July (15-21)	1 Day : Sunday-16.7.17 (College Foundation Day)	1 Days	6 Days
July 17	4 <sup>th</sup>	July (22-28)	1 Day : Sunday-23.7.17	1 Days	6 Days
July- Aug 17	5 <sup>th</sup>	July (29- Aug 4)	1 Day : Sunday-30.7.17	1 Days	6 Days
Aug 17	6 <sup>th</sup>	Aug (5-11)	2 Day : Sunday-06.8.17, Rakhipurnima 07.8.17	2 Days	5 Days
Aug 17	7 <sup>th</sup>	Aug (12-18)	3 Day: Sunday 13.8.17Janamasthi- 14.8.17 Independence day- 15.8.17	3 Days	4 Days
Aug 17	8 <sup>th</sup>	Aug (19-25)	1 Day : Sunday-19.8.17	1 Day	6 Days
Aug- Sep 17	9 <sup>th</sup>	Aug (26- Sep 1)	1 Day : Sunday-27.7.17	1 Day	6 Days
Sep 17	10 <sup>th</sup>	Sep (2- 8)	2 Day : Sunday-03.9.17, Idd-Ul-Zoha 02.9.17	2 Day	5 Days
Sep 17	11 <sup>th</sup>	Sep (9- 15)	1 Day : Sunday-10.9.17	1 Day	6 Days
Sep 17	12 <sup>th</sup>	Sep (16- 22)	2 Day : Viswakarma puja 17.09.17+ Sunday Mahalaya 19.09.2017	2 Day	5 Days
Sep 17	13 <sup>th</sup>	Sep (23- 29)	5 Days- Sunday 24.09.17, (26-29) Puja Vacation	5 Days	2 Days
Sep- Oct 17	14 <sup>th</sup>	Sep (30- Oct 6)	7 Days – Puja Vacation	7 Days	Nil
Oct 17	15 <sup>th</sup>	Oct (07-13)	1 Day-Puja Vacation, Sunday- 8-10-17	2 days	5 days
Oct 17	16 <sup>th</sup>	Oct (14-20)	4 Days- Sunday 15-10-17 To Kalipuja 18.10.17	4 Days	3 Days
Oct 17	17 <sup>th</sup>	Oct (21-27)	3 days- Bhatriditiya- 21-10-17, Sunday- 22.10.17, Chat puja- 26.10.17	3 Days	4 Days
Oct-Nov 17	18 <sup>th</sup>	Oct. 28- Nov 3)	2 Days- Sunday- 29.10.17, Jagadhatri Puja- 30.10.17	2 Days	5 Days
Nov 17	19 <sup>th</sup>	Nov (04-10)	2 Days- Gurunanak- 4.11.17, Sunday- 5.11.17	2 Days	5 Days
Nov 17	20 <sup>th</sup>	Nov (11-17)	1 Day- Sunday(12.11.17)	1 Day	6 Days
Nov 17	21 <sup>th</sup>	Nov (18-24)	1 Day- Sunday(13.11.17)	1 Day	6 Days
Nov-Dec 17	22 <sup>nd</sup>	(Nov 25- Dec 1)	1 Day- Sunday(26.11.17)	1 Day	6 Days
Dec 17	23 <sup>rd</sup>	Dec (2- 8)	2 Days- Fathehadohazdaham- 2.12.17, Sunday- 3.12.17	2 Days	5 Days
Dec 17	24 <sup>th</sup>	Dec (9- 15)	1 Day- Sunday(10.12.17)	1 Day	6 Days
Dec 17	25 <sup>th</sup>	Dec (16- 22)	1 Day- Sunday(17.12.17)	1 Day	6 Days
Dec 17	26 <sup>th</sup>	Dec (23- 29)	6 days: Sunday-24.12.17,	5	

*"If the poor cannot come to education, education must reach them, at the plough, in the bakery factory, elsewhere."*

Dec17- Jan18	27 <sup>th</sup>	(Dec 30- 5 <sup>th</sup> Jan)	3 Days: Winter vacation- 30 <sup>th</sup> Sunday- 31 <sup>st</sup> ,New year-		
Jan 18	28 <sup>th</sup>	Jan (06-12)	1 <sup>st</sup> Jan 2 Days: Sunday- 7.1.18	3 Days	4 Days
Jan 18	29 <sup>th</sup>	Jan (13-19)	Swamiji's Birthday-12.1.18 2 Days: Sunday+poushsankranti-	2 Days	5 Days
Jan 18	30 <sup>th</sup>	Jan (20-26)	14.1.18, GhagarBurimela- 15.1.18 4 Days: Sunday- 21.1.18	2 Days	5 Days
Jan-Feb 18	31 <sup>st</sup>	27 <sup>th</sup> Jan – 2 <sup>nd</sup> Feb	Saraswati puja-22.1.18 Netaji'S Birthday- 23.1.18 Republic Day- 26.1.18 1 Day- Sunday(28.1.18)	4 Days 1 Day	3 Days 6 Days
Feb 18	32 <sup>nd</sup>	Feb (03-09)	1 Day- Sunday(04.2.18)	1 Day	6 Days
Feb 18	33 <sup>rd</sup>	Feb (10-16)	2 Days: Sunday- 11.02.18		
Feb 18	34 <sup>th</sup>	Feb (17-23)	Shiva Ratri -14.02.18 1 Day- Sunday(18.2.18)	2 Days 1 Day	5 Days 6 Days
Feb- Mar 18	35 <sup>th</sup>	24 <sup>th</sup> Feb-2 <sup>nd</sup> Mar	3 Days- Sunday(25.2.18),		
Mar 18	36 <sup>th</sup>	Mar(03-09)	Doljatra- (1&2.3.18) 1 Day- Sunday(04.3.18)	3 Days 1 Day	4 Days 6 Days
Mar 18	37 <sup>th</sup>	Mar(10-16)	1 Day- Sunday(11.3.18)	1 Day	6 Days
Mar 18	38 <sup>th</sup>	Mar(17-23)	1 Day- Sunday(18.3.18)	1 Day	6 Days
Mar 18	39 <sup>th</sup>	Mar(24-30)	2 Days- Sunday(25.3.18)		
Mar-Apr 18	40 <sup>th</sup>	31 <sup>st</sup> Mar-6 <sup>th</sup> Apr	Good Friday 1 Day- Sunday(01.4.18)	2 Days 1 Day	5 Days 6 Days
Apr 18	41 <sup>st</sup>	Apr (7-13)	1 Day- Sunday(08.4.18)	1 Day	6 Days
Apr 18	42 <sup>nd</sup>	Apr (14-20)	2 Days: B.R Ambedkar's Birthday-		
Apr 18	43 <sup>rd</sup>	Apr (21-27)	14.4.18, Bengali New Year + Sunday- 15.04.18 1 Day: Sunday(01.4.18)	2 Days 1 Day	5 Days 6 Days
Apr-May 18	44 <sup>th</sup>	28 <sup>th</sup> Apr-4 <sup>th</sup> May	3 Days: Sunday-29.04.18		
May 18	45 <sup>th</sup>	May(05-11)	Sabe Barat- 30.04.18 May Day- 1.5.18 2 Days: Sunday- 06.05.18	3 Days	4 Days
May 18	46 <sup>th</sup>	May(12-18)	Rabindra Jayanti-9.5.18 1 Day: Sunday(13.05.18)	2 Days 1 Day	5 Days 6 Days
May 18	47 <sup>th</sup>	May(19-25)	1 Day: Sunday(20.05.18)	1 Day	6 Days
May-June 18	48 <sup>th</sup>	26 <sup>th</sup> May-1 <sup>st</sup> Jun	1 Day: Sunday(27.05.18)	1 Day	6 Days
June 18	49 <sup>th</sup>	June (02-08)	1 Day: Sunday(03.06.18)	1 Day	6 Days
June 18	50 <sup>th</sup>	June (09-15)	2 Days: Sunday-10.06.18		
June 18	51 <sup>st</sup>	June (16-22)	Idd-UI-Fitar- 15.06.18 1 Day: Sunday(17.06.18)	2 Day 1 Day	5 Days 6 Days
June 18	52 <sup>nd</sup>	June (23-29)	1 Day: Sunday(24.06.18)	1 Day	6 Days
June 18	53 <sup>rd</sup>	30 <sup>th</sup> June	NIL	-	1 Days

# Annexure II



**Rearing of tasar silk worm by tribal self help group (SHG) in our adopted village**

### Annexure III

#### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
GB	-	Governing Body of the College
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SHG	-	Self Help Group
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
WB	-	West Bengal

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