



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>BANWARILAL BHALOTIA COLLEGE</b>
• Name of the Head of the institution	<b>AMITAVA BASU</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03412275414</b>
• Mobile no	<b>9932940169</b>
• Registered e-mail	<b>bbcollege1944@gmail.com</b>
• Alternate e-mail	<b>naac.hec@gmail.com</b>
• Address	<b>Ushagram, Asansol (Near Durga Mandir) P.O. - Ushagram Dist. - Paschim Bardhaman</b>
• City/Town	<b>Asansol</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>713303</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Semi-Urban</b>

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Kazi Nazrul University, Asansol				
• Name of the IQAC Coordinator	Dr. Sudipta Das				
• Phone No.	03412275414				
• Alternate phone No.	9831154039				
• Mobile	9051709781				
• IQAC e-mail address	bbcollege.iqac@gmail.com				
• Alternate Email address	iqac.bbc@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/164153818161d670914c10c_aqar_report.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/164153818161d670914c10c_aqar_report.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1642648602Academic%20Calendar%202020-21%20Combined.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1642648602Academic%20Calendar%202020-21%20Combined.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.51	2020	08/01/2020	07/01/2025
<b>6.Date of Establishment of IQAC</b>			28/11/2007		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>8</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>• Collaborations with eminent Institutes/Organizations/Other Colleges like Faculty/Student Exchange Programs • Proper Management of Online Classes and Online Examinations During COVID-19 Pandemic • Organizing various placement drives through Seminars/Webinars/Workshops/Training Programs by various companys/employers • Collection and Analysis of Feedbacks From All the Stakeholders • Introduction of various Certificate/Add-on/Value Added Courses</li> </ul>		
<b>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</b>		
Plan of Action	Achievements/Outcomes	
Introduction of new Certificate & Value-added Courses	15 new certificate courses and 2 value-added were introduced by the departments with great encouragement and support from IQAC. Several students registered for these courses and rewarded with certificates after the completion of the programs. All the participants expressed their positive feedback about the courses and receive sufficient knowledge to be	

	professionally confident.
Orientation/Induction Programmes for Students	Orientation/Induction programmes for fresher students are organized at the beginning of the session to make them aware regarding CBCS pattern, Examination System, Evaluation/Grading System and College Code of Conduct.
Preparation of Academic Calendar	Academic Calendar was thoroughly prepared for the Sessions (for both Odd & Even Semesters) according to the University Guidelines mentioning the timeline in detail and it was circulated to the students well in advance. Further, this academic calendar prepared by college incorporated the schedule of various important programmes as observed by the departments.
Increase of Intake Capacity for Students	IQAC proposed to increase students' intake capacity by 10% - 20% for some courses like BA Program in Bengali, Political Science & History and Honours in Political Science (Hindi Shift) & History (Hindi Shift) after detail analysis of past 3-4 years students' intake-admission data. Subsequently, College Administration applied to the University Authority and received approval of that proposal from the affiliating University.
Continuation of Online Classes	As the outbreak of COVID-19 pandemic continued, classes were mostly organized in online mode utilizing different free digital learning platforms like Google Meet, Google Classroom, Zoom,

	<p>Discord etc. Study materials including video lectures were shared with the students through WhatsApp/Telegram groups.</p> <p>However, classes in physical mode resumed after college being reopened on 16th November, 2021.</p>
<p>Organizing Various Conference/Seminar/Webinar/Workshop</p>	<p>As continuous effort of the IQAC to enhance the overall academic standard of the College, one International e-Conference and several other Seminars/Webinars/Workshops of State, National and International level have been organized by different Departments, Library and the College under the aegis of IQAC during this pandemic period. Enthusiastic participation of the teachers and the students made all these efforts successful and intrigued for future endeavours.</p>
<p>Online Evaluation Process</p>	<p>After discussing with IQAC, the Examination Committee had planned to utilize Google Forms to make objective as well as subjective type questions and used Google Classrooms/WhatsApp groups to provide the students different curricular based assignments etc. The whole evaluation/assessment process was done mainly through online mode and manual evaluations were also carried out whenever it was felt necessary. However, after the college reopened on 16th November, 2021, the internal exams were mainly organized via physical mode and also by online mode using the centralized Exam Software in the Central Computer</p>

	Lab.
Student Satisfaction Survey (SSS)	To assure internal quality, Students' Satisfaction Survey (SSS) has been conducted and the survey data was thoroughly analysed to make a report. Proper measures had been taken by IQAC to address the issues pertaining to this survey report.
Various Extension/Outreach Activities	Different extension activities and outreach programmes were conducted throughout the year in collaboration with various agencies through the NCC, NSS, Scout and Guide Wings of the College to inculcate social responsibly and moral values amongst all the students.
Linkages with Eminent Institutions	Initiatives have been taken by IQAC to develop linkages with different institutions like CMERI, Durgapur and Edubridge where the students of the College were registered for internships, workshops, job trainings (like nursing) etc. Some MoUs have also been signed in this regard.
Improvement of Infrastructural Facilities	Few developments of infrastructural facilities for betterment of overall academic environment have been proposed by IQAC and most of them have been addressed by the College Administration (like arranging for some new classrooms, purchasing of new books in the libraries, improvement in Wi-Fi/LAN facilities etc.). Other infrastructural developments have also been accomplished (like purchasing of new tables &

	<p>benches for the classrooms, installing new fans &amp; new LED lights in the classrooms and across the College Campus) as per the recommendation by IQAC.</p>
<p>Proper Utilization of Central Computer Lab</p>	<p>The Central Computer Lab has a complete setup of 100 computers where computer related practical classes are organized. This Central Computing facility has also been utilised for Internal Exam purpose and for different competitive exams as conducted by NTA.</p>
<p>Improvement of Sports Facilities</p>	<p>Sports facilities have been developed further, both for the students and the faculties (the playground has been properly levelled, Badminton Courts have been set up in Girls' &amp; Boys' Hostels, Multi-Gym facility has been installed in Boys' Common Room, a Recreation Room for the faculties has been created etc.).</p>
<p>Providing Career Counselling &amp; Placement Facilities</p>	<p>Career Counselling &amp; Placement Cell of the College has been very much active to organize various Placement Drives (off-campus)/Seminars/Webinars/Counselling Sessions/Workshops in collaboration with Companies like CLAPE technologies, AHFL finance and SHYAMSEL AND POWER, CMRIT, Qmansys, Edubridge etc. to create job opportunities for the students and to guide them to choose for different career options. It also circulates different study materials/notices/posters to the students on a regular basis to aware the students regarding the various career opportunities.</p>



<p>Implementation of Management Information System (MIS)</p>	<p>As the College has a large students' base and faculty strength, IQAC has taken initiative to introduce different user-friendly ERP software and to form a structured database management system (Management Information System or MIS) for smooth functioning of Academic and Administrative work.</p>
<p>Preparation of Annual Reports</p>	<p>Proper documentation of various activities of the different Committees/Departments has been prepared and maintained with the help of extended NAAC Committee members for construction &amp; submission of the annual report.</p>
<p>Academic &amp; Administrative Audit (AAA)</p>	<p>A structured Academic &amp; Administrative Audit (AAA) pro-forma has been prepared by IQAC and AAA has been conducted internally by an Audit Committee.</p>
<p>Mentorship System</p>	<p>A robust and effective mentoring system for the students has been properly maintained by the Departments under the guidance of IQAC through which all the problems/issues (both academic &amp; non-academic) of the students (the mentees) were satisfactorily resolved/addressed by the concerned faculties (the mentors).</p>
<p>Continuation of e-Prospectus and e-Newsletter</p>	<p>As all the academic processes were maintained through online mode during the prevailing pandemic, the e-Prospectus was published in due time as prepared by the Prospectus Committee for the benefit of the</p>



	<p>students taking admission in 2021-2022 session. The quarterly e-Newsletter of the college, "Grass Table", was continued to be published throughout the year 2021.</p>
<p>Initiatives toward Eco-Friendly/Green Campus</p>	<p>Some major initiatives have been taken to make the College Campus more eco-friendly (like plantation of trees throughout the year, to create a paperless Administration &amp; paperless Internal Exam System, installation of rainwater harvesting system, reduction of power consumption, proper waste management, Green Audit etc.). The "Beagle" nature club continues to make aware &amp; involve all the students and the staffs for a drive towards an eco- friendlier sustainable College Campus along with its surroundings. World Ozone Day was celebrated in the college on 16.09.2021 with debate and environment awareness drama.</p>
<p>Transparent &amp; Robust Feedback System</p>	<p>Feedback from the students and all other stakeholders of the institution was collected and the analysis reports were prepared by the concerned team members. Necessary measures were taken by IQAC wherever required.</p>
<p>Launch of Departmental Edited Volumes/Books</p>	<p>Departments are highly encouraged to publish departmental edited volumes/books. IQAC has recommended to provide financial assistance in this regard and the college administration readily approved this proposal and sanctioned the required fund.</p>

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td><b>Governing Body</b></td> <td><b>05/03/2022</b></td> </tr> </table>		Name	Date of meeting(s)	<b>Governing Body</b>	<b>05/03/2022</b>
Name	Date of meeting(s)				
<b>Governing Body</b>	<b>05/03/2022</b>				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td><b>2020</b></td> <td><b>14/05/2020</b></td> </tr> </table>		Year	Date of Submission	<b>2020</b>	<b>14/05/2020</b>
Year	Date of Submission				
<b>2020</b>	<b>14/05/2020</b>				
<b>Extended Profile</b>					
<b>1. Programme</b>					
1.1 Number of courses offered by the institution across all programs during the year	<b>1015</b>				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td style="text-align: center;"><a href="#">View File</a></td> </tr> </table>		File Description	Documents	Data Template	<a href="#">View File</a>
File Description	Documents				
Data Template	<a href="#">View File</a>				
<b>2. Student</b>					
2.1 Number of students during the year	<b>7351</b>				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Institutional Data in Prescribed Format</td> <td style="text-align: center;"><a href="#">View File</a></td> </tr> </table>		File Description	Documents	Institutional Data in Prescribed Format	<a href="#">View File</a>
File Description	Documents				
Institutional Data in Prescribed Format	<a href="#">View File</a>				
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>1772</b>				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td style="text-align: center;"><a href="#">View File</a></td> </tr> </table>		File Description	Documents	Data Template	<a href="#">View File</a>
File Description	Documents				
Data Template	<a href="#">View File</a>				

2.3	1913
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	144
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	156
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	87
Total number of Classrooms and Seminar halls	
4.2	4019170
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	144
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
Kazi Nazrul University, Asansol, designs separate CBCS(LOCF)	

syllabus of UG and PG courses on the subjects offered by our college. After completion of admission process each department of our college organized induction meeting with the respective students to discuss about curriculum. Routine committee provides the Master Routine for each shift and accordingly each department distributes their syllabus among the teachers. After scrutiny, the Routine Committee forwards the same to the Principal via IQAC coordinator. Teachers prepare their lesson plan as per the assigned topics and submit the same to the IQAC for approval.

Owing to Covid 19 situations, classes were mainly organized via online platforms like Google Meet, Zoom meetings etc. Audio and video recordings of some lectures were also circulated through WhatsApp or uploaded to You-Tube. Furthermore, our teachers circulated materials through WhatsApp and Google Classroom. On completion of assigned topics, teachers provided online multiple assignments to the students to evaluate their progress. Some of the Department organized special lectures and webinars for the benefits of the students.

We have five well-stocked open access central libraries with Database SOUL2.0 and twenty departmental libraries equipped with more than 60,000 copies of text and reference books and 12 hard copies of Journals/periodicals, two newspapers, On-line subscription of e-journals like NLIST to support teaching-learning activities effectively.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16523477791.1.1%20SUPPORTING%20DOCUMENTS_compressed.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16523477791.1.1%20SUPPORTING%20DOCUMENTS_compressed.pdf</a>

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

- Our institution is a constituent college of Kazi Nazrul University and adheres to the Academic Calendar published by the University. The College Academic Calendar contains not only the University Calendar but the details of college activities including tentative dates for classes, examination schedules etc. The Academic Calendar is published in the College Prospectus.

- UG and PG classes commence in strict adherence to the dates announced by the University. The schedules regarding the commencement of new sessions and course durations are mentioned in the Academic Calendar.
- Timely conduction of Internal Examination for thousands of students by introducing centralised online examination system.
- All the departments of our college conducted online internal examinations throughout 2021. The examinations were MCQ type, short answer type and assignment-based. Various platforms like Google Forms, Google Classroom were used. Our college reopened on 16th November, 2021. A centralised offline internal examination was conducted at the central computer lab in the first two weeks of December, 2021.
- Our college takes special cognizance of the all-round development of our students by ensuring their participation in extra-curricular activities or in constructive efforts towards the development of society like blood-donation camps, college sports etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16523472761.1.2%20relevant%20documents.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16523472761.1.2%20relevant%20documents.pdf</a>

**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**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
41	
File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
17	
File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
1178	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	

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

The faculties motivate the students regarding these issues continuously. Specific committees like Woman Cell, Legal-aid Cell, Nature Club (Beagle) are constituted, and the departments make a collective effort to sensitize the students on areas of concern like gender equality, human rights, environmental issues, etc. by organizing conferences, seminars, and different programs.

#### Gender Sensitivity:

The curricula of different departments contain this issue. Different programs are organized by Women Cell regarding this matter. Suitable actions are taken by the authority whenever needed.

#### Environment and Sustainability:

- Environmental study is a compulsory part of curricula (File attached).
- A 2-day International e-Conference on "Revisiting Strategies For Sustainable Development", e-ConSus 2021 was organized during December 21-22, 2021 under the aegis of IQAC. (File attached).
- The NSS units of the College have organized several programs to serve poor people during COVID 19 situation. They also promote environmental protection through tree plantation and village adaptation of the village 'NAMO JAMDOBA'.
- Action has been taken to install LEDs and to ensure a plastic-free campus and paperless administration.

#### Human Values and Professional Ethics:

- Human rights are taught in our post-graduate classes as a part of the curriculum through a course titled "Human Rights".
- The curricula of different departments contain topics on human values and professional ethics (File attached).



File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

14

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	<a href="#">View File</a>

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

65

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

C. Any 2 of the above

Teachers Employers Alumni	
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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
3045	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
658	

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 college takes every necessary measure to evaluate the needs and requirements of students. During this academic session, the teaching-learning process is evaluated through online mode via different ICT tools.

Orientation class through an online platform is organized to make students familiarized with the course. Special attention is given to the slow learners in the online classes. Tutorial and remedial classes are conducted for the weaker students based on the results of class tests. Their academic needs are assessed and special revision classes are conducted by the departmental teachers along with the active group discussion. Frequent class tests are conducted via google form and video lectures are uploaded in YouTube so that the students are able to learn later.

Quick learners are identified through their performance in online assessments, interaction in online classrooms and their fundamental knowledge. Special online classes are conducted to make them prepared for the competitive exams. Departments organized different online student seminars, group discussions, quizzes to develop analytical abilities in them and to improve their presentation skills. For independent learning, a well-stocked e-library provides all students access to books, journals. Participation in national and international seminars, conferences and presentation of research data is also encouraged.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
7351	144

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Learning at our BB College has always been student centric. In addition to traditional teaching-learning methods, the institute is highly interested in providing innovative methods for enriching the learning experience. All the methodologies are arranged in an online platform due to the pandemic situation. UG Students of Environmental Science and PG students of Zoology, Physics are required to submit their project report and finally present a seminar lecture. Departments like Botany, Zoology, Geography arrange field tours and History, Political Science departments visit historical places. But due to the pandemic situation, zoology students are encouraged to do field work at home by studying life cycles, preparing life cycle table charts in their own garden and nearby places. Interactive method of learning includes group discussion, role-play, subject quiz, news analysis and discussion with question/answers. Students actively participate in academic activities like mock-teaching, class room seminars on chosen/ assigned topics, home assignments, power point presentations, model preparation etc. Various cultural and academic competitions (recitation, song, essay writing, science model etc.) are also organized by which the students get the scope of participative learning. Students from the Political Science Department regularly participate in mock-parliament competitions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

To ensure an effective teaching-learning process, teachers use a wide gamut of ICT-enabled tools which has significantly augmented

during the pandemic situation, owing to the complete transition to online mode. Emails, WhatsApp groups, Zoom, and Google classrooms have been extensively used to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor, and share information. Additionally, study materials are uploaded regularly to the college website. Online teaching platforms mostly include Google Meet, Zoom, Teamlink, Classroom, and Cisco-Webex Meetings. To teach analytical subjects in online mode, especially the ones requiring diagrammatic representation, teachers have used innumerable online tools like the whiteboard in Microsoft teams, Jamboard in Google Meet, etc. The presentations are enabled with animations and simulations to improve the effectiveness of the teaching-learning process. Quite a few teachers have created their YouTube channel where they have regularly posted video lectures so that students can learn at their own pace and time after the regular class hours. Virtual Lab tours were also conducted by departments during the pandemic situation for practical courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 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

143

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

144

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

66

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

1542

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

The Institution ensures that all students are aware of the evaluation process through the college prospectus. Students are explicated regarding the assessment procedure since the time of the induction program. The Examination Committee comprising six faculty members manages and handles varied facets concerning the entire examination process. Students are informed about the stipulated dates and duration of the exam by respective faculty members, well in advance so that they can get ample scope to improve the lagged areas. Numerous evaluative methods like classroom interaction, assignments/project work/seminars, and class tests, as well as non-evaluative internal assessments like power-point presentations by students, surprise tests, fieldwork, quizzes, storytelling sessions, students playing the role of teachers, group discussions, assignments of writing poems and stories, are conducted to gauge the progress of the students, to enhance their interpersonal skills and broaden their horizon of knowledge. Difficulties in understanding any question of the examination are resolved by the concerned teacher with due care in the lecture hour. Corrections are duly made in case of tabulation-related error and the corrected marks are officially posted against the name of the concerned student. Offline internal examinations were held in December for end-semester students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

The college adopts a well-structured mechanism for redressing the grievances regarding the evaluation of the internal examinations. Annual feedback is collected from the students by the IQAC about the fairness of the internal evaluation. The college ensures full transparency in the process of evaluation, wherein, the evaluated answer scripts are shown to the students for their self-assessment in their respective classrooms. Any evaluation comments given by the teacher are thoroughly explained to the concerned students immediately and the grievances are resolved. The students are also given full liberty to inform the authorities about their grievances, in writing (preferably to the departmental email id) immediately after the examinations are over. The concerned authorities take due note of these grievances and conduct necessary steps within a very short time. Students can also state their grievances to the



Principal if they are not satisfied by the departmental explanations of their grievances. A major problem cropped up during the pandemic situation where online assignment submission became exceedingly challenging owing to network issues, especially for students belonging to remote areas. To tackle this issue, the deadlines were pushed further and generous support in the form of re-tests was offered by the faculty members.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

From the academic session 2020-21, the Learning Outcome Based Curriculum framework (LOCF) was introduced by the affiliating university. The objectives of each department, both undergraduate and postgraduate, are uploaded and displayed on the college website. They are also reflected in the vision and mission of the institution. All students are apprised of the objectives and expected consequences of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) on admission during the compulsory orientation programs. During the commencement of each semester, students are also educated and provided with the detailed syllabus and course outcomes in each course and the assessment strategy for each course. Teachers even address their queries regarding the same. Prospectus or information brochure is given to all the students which offer all vital information about all the programmes and courses along with the program codes, fee structure, hostel facilities, and additional pertinent information. Furthermore, the Internal Quality Assurance Cell (IQAC) assembles feedback both from the students and faculty members. Based on the respective reports, the IQAC gives suitable suggestions to the departments regarding the students' grievance and forwards through the Principal to the affiliating University for necessary action concerning the teachers' queries.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://bbcollege.ac.in/program_outcome_report.php">https://bbcollege.ac.in/program_outcome_report.php</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

Attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are duly evaluated by the institution. The POs are mapped with the COs as stated in the university curriculum and the CO-PO mapping for those subjects which have not yet been defined by the affiliating university is conducted following the UGC-LOCF guidelines. For the class tests, the COs (CO1, CO2, CO3, etc) of each student is calculated from the percentage of marks obtained and marks attempted in the questions which address the COs. The percentage is then assessed on a scale of three (target varies in different streams) to calculate the average COs, which are then mapped to give average POs and finally the PO attainment of the whole batch. The attainment of COs and POs is also assessed from the formative assessments like viva-voce, student seminar, group discussions, practical experiments, field study, and projects. The weak and strong students are identified at the beginning of the course and accordingly outcome attainment target is set by introducing improvement measures. The grades of the students in the mid-semester tests and term-end exams are analyzed in the Teachers' Council meeting to evaluate the outcomes of different programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

1913

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1652456867ilovepdf_merged%20(1).pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1652456867ilovepdf_merged%20(1).pdf</a>

## 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://bbcollege.ac.in/dynamic\\_file/NAAC/16516634352.6.1%20Student%20Satisfaction%20Survey%20\(SSS\)%20on%20overall%20institutional%20performance.pdf](https://bbcollege.ac.in/dynamic_file/NAAC/16516634352.6.1%20Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

**Nil**

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

**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**

**5**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
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

Nil

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

01

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

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	No File Uploaded

#### 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

29

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

26

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

Banwarilal Bhalotia is committed to developing the spirit of camaraderie and fellow-feeling through sensitizing our students to issues of social concern in our community and neighbourhood. Between 1st January 2021 and 31st December 2021, we carried out the following significant social outreach programmes:

- On 19.9.2021, we organized a Menstrual hygiene awareness and reusable sanitary pads distribution at Chelod School (situated at an underprivileged locality in our vicinity), in collaboration with West Bengal NIFFA. 17 students, along with some staff members participated in the event. Our students realized the importance of menstrual hygiene in maintaining health among young women. They encountered the ground realities in the said locality, where several underprivileged women have no access to menstrual hygiene. Neither are these women wholly aware of the need for practising menstrual hygiene. Our students vowed to participate and organize such awareness programmes to improve the lives of their less fortunate sisters, especially among disadvantaged sections.
- On 6.10.2021, we, in collaboration with Srijan Welfare Society, distributed new clothes (before Durga Puja) among the villagers in our adopted village Namojamdoba. 22 students and some staff members participated. The event had far-reaching consequences, where our students learnt the critical life-lesson that happiness increases only when it is distributed, especially among those who are less fortunate than us.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

0

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

4

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 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**

45

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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**

5

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**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**

7

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

## 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.

College is spread across 7.8088 acres of land, housing 4 major buildings and two administrative blocks. The College was under "Center for potential in excellence" scheme from 2013-2014. There are 64 class rooms, including 5 smart class rooms and 15 ICT enabled classrooms (including five smart classrooms). There are 21 well equipped laboratories. There are three different Shifts viz., Morning, Day and Evening. The Main Building/Science Building has 72 rooms out of which 39 are classrooms and one seminar hall. The Humanities Building consists of total 29 rooms with 14 classrooms. The college library is housed here. The BBA/BCA building has 12 rooms, including 6 classrooms, 1 computer lab. Hindi shift building is adjacent to the main campus with 5 classrooms and one seminar hall. The College has one seminar hall-cum-ICT (120 seats) class room for conducting seminar, workshops and popular lectures. The Central Library has 49909 books. Many departments have seminar libraries with lending and reference facilities. There is a well equipped LAN compatible computer laboratory in administrative building used for online examinations. There are separate boys' and girls' hostels with 32 and 38 rooms for boarders respectively. There are two well maintained gardens including a medicinal garden.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1652434805BB%20CLG%20UPDATE%2031.08.19-Model%20with%20sign.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1652434805BB%20CLG%20UPDATE%2031.08.19-Model%20with%20sign.pdf</a>

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

The college has a playground of its own on which inter-class football, cricket tournaments are organized every year. The same ground is utilized to organize inter-class and intercollegiate sports activities as well. The sports department possesses many equipments viz., Cricket kit, Football, Badminton rackets, shuttles, Javelin, Discuss, Short-put, uniforms, nets etc. A fair amount of fund is allocated for the maintenance of the same. The common rooms of boys and girls are provided with indoor games such as Table Tennis, Carom, and Chess etc. A Cricket coaching camp is held every Saturday and Sunday where the school students participate. A separate concrete pitch is prepared for cricket coaching purpose as well as badminton, volleyball, basketball courts are present in the campus. The playground is also used for hosting events like the annual functions, exhibitions as well as for the extension activities of the college like NCC, NSS, etc. The gymnasium has considerable number of equipments for the practices of the students. A recreation-cum sports room is at hand for staff members of the college with table tennis board and carom board. College has a stage facility for different cultural activities adjacent to sports ground.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16525180904,12.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16525180904,12.pdf</a>

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

15

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1652347628ICT%20images.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1652347628ICT%20images.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

5.98

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The Central library and all departmental libraries of the college are partially automated with SOUL 2.0 (Latest Version of SOUL) as ILMS since 2011. The year of the first installation of SOUL 1.0 software is 2007. Since then old and new books have been entered into SOUL database. Besides this, the Central library has the facility like bar-coding machine. The stakeholders can check availability of books through web OPAC. E-resources can be accessed through Wi-Fi facility. Specialized Services provided to the students and teachers include information dissemination and notification through email, photocopying facility, NLIST programme (NLIST programme initiated in this college since 30.04.2011. Link

search facility is provided to the students and teachers in the library link of the college website. The College Library has a Digital preservation center for digitization of old and rare books. The College Library webpage is interactive. Through ASK THE LIBRARIAN, anyone can put the query through webpage of library. The library organizes department wise Library Orientation Programme for creating awareness about Integrated Library Management System.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1652344053NLIST%20PAYMENT%202020%202021.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1652344053NLIST%20PAYMENT%202020%202021.pdf</a>

**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**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

0.059

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

60

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The entire campus area is covered under Wi-Fi. The connections are provided by Purusottam network (Cable Connection). Students and teachers are given passwords for Wi-Fi facility. The college has updated its IT facilities with increasing the number of computers, printers, scanners, xerox machines, online admission process, interactive website (maintained by Aadija Technologies) and various softwares. For regular maintenance of the IT infrastructure local vendor, Purusottam network is given AMC annually (mainly for the computers). In 2014 wifi zone was present with speed of 2 mbps/s for the entire college. The line was divided for Principal's chamber and rest of the college. In 2015 broadband service was initiated with the speed of 10 mbps/s and the line was shared among accounts section, Principal's chamber and rest of the college. In 2016 the same service continued with the speed of 20 mbps/s in similar manner. The speed of broadband system was upgraded from 20 mbps/s to 50 mbps/s in 2018. Currently the speed of broadband system is 100 mbps/s. The campus remains under CCTV surveillance throughout the year. Anti-virus software is regularly renewed for the computers. Different powerpoints or links for YouTube lectures are uploaded on college website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1652438674Document%2013.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1652438674Document%2013.pdf</a>

**4.3.2 - Number of Computers**

170

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution** A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)**

34.2

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

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.

#### Maintenance of academic facilities:

The college has a well organized Finance Committee which operates the budget of the college very efficiently. IQAC organizes seminars, webinars, workshops and exhibitions every year. Proper tender



notification is followed maintaining financial rules of the government while purchasing any items in a large number. On the other hand local vendors supply items as per requirement of the college. The college also has an efficient Library Advisory Committee comprised of faculties, non teaching staff and student of our college. All the departments place order for books and journals before the committee.

#### Maintenance of Physical Facilities:

There are two committees namely Building committee and Campus Maintenance/Operational subcommittee to look into maintenance of physical facilities. Maintenance of electrical gadgets, plumbing, laboratory machineries, computers etc comes under the purview of the aforementioned committees. The college has appointed one electrical expert for regular maintenance of electrical equipments.

#### Campus Cleaning:

Eight experienced personnel are engaged to clean the surroundings and also for cleaning classrooms and labs. The college has campus maintenance sub-committee to monitor the personnel engaged in cleaning operation.

#### IT Infrastructures:

The college has appointed vendor for up-keep of IT infrastructures such as wifi, computers, servers etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1652518271Final%204.4.2.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1652518271Final%204.4.2.pdf</a>

### 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

1724

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

953

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1652264142Certificate%20and%20Value-added%20Courses.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1652264142Certificate%20and%20Value-added%20Courses.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

842

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

842

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

21

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

82

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

13

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 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.

21

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 )

The premier student body, the Students' Union, is an independent, democratically elected body for effectively representing students' issues and establishing amicability between the college authorities

and students. It comprises the General Secretary, Cultural Assistant Secretary, Assistant General Secretary, Literature & Magazine Assistant Secretary, Boys' and Girls' Common Room Secretaries, and Student Welfare and Social Service secretary. Further, class representatives communicate departmental grievances directly to the college authorities or through the General Secretary.

The College follows an inclusive policy concerning student representation in various decision-making bodies. The representatives spread awareness regarding multiple official decisions and information like governmental and non-governmental scholarships, partial or total exemption of college fees and minority scholarships. They inform the new students about the institution's strict anti-ragging policies and zero tolerance for women's harassment. The hostel representatives communicate grievances regarding food, accommodation, hygiene and safety issues.

The Students' Union plays a pivotal role in organising cultural and sports events. Besides, it sometimes schedules free health check-ups and other health awareness programmes. In 2021, it organised a blood donation camp on Teachers' Day.

As per Government regulations, the Students' Union elections are on hold. However, there is currently the Students' Council with both student and teacher representatives.

File Description	Documents
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16524377195.3.2%20Student%20Representation.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16524377195.3.2%20Student%20Representation.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

16

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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 Alumni Association has played a formative role in ensuring the college's academic, social, and cultural development. The membership is easily obtainable online. Many of our present faculty members, being former students, are active members of the Association.

It organises regular meetings where illustrious ex-pupils are invited to share their experiences. Lectures by academicians who were former pupils allow the present students to feel the pulse of current scholarly research and motivate them to pursue higher education. Besides, many former students employed across private sector establishments share their insight into the professional scenario. The realistic portrayal helps students face the intensely competitive corporate world.

Many of our Alumni are renowned artists and motivate the students to nurture their creative talents through workshops, seminars and meetings. They also perform and judge at various college events and competitions.

Further, the Alumni have been generous with their financial contributions, often used in obtaining essential assets like water purifiers and sports equipment and towards the cultural events of the college.

The Alumni members, by their inclusion in various working committees of the college, also provide meaningful feedback regarding the current curriculum and content.



File Description	Documents
Paste link for additional information	<a href="https://bbcollege.ac.in/alumni.php">https://bbcollege.ac.in/alumni.php</a> , <a href="https://bbcollege.ac.in/feedback_from_alumni.php">https://bbcollege.ac.in/feedback_from_alumni.php</a>
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **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

In order to make office activities computerised, office staff have been trained and several computers are installed for daily college activities. The student feedback has been collected online through google forms. To conduct administrative activities through electronic means, notices regarding administration and IQAC events are circulated to members through Whatsapp and are displayed on the college website. The finance and accounting system is electronic with salary bills being submitted to Asansol treasury through the IFMS software and salaries being directly credited to the bank accounts. Admission process and admission fees are also through online means. To impart quality knowledge to students, the teaching learning process is performed through traditional chalk-talk, ICT, practical and project based learning. The evaluation system is continuous and conducted online through electronic means. The institution intends to develop a LMS and student app to facilitate better learning for students. In order to provide quality governance of day to day activities, different committees under the IQAC cell have been created. These committees consisting of college teachers function to ensure efficient functioning of day to day activities. The governing body, principal, teacher's council and non teaching staff work jointly to keep the system functioning efficiently.

File Description	Documents
Paste link for additional information	<a href="https://bbcollege.ac.in/the_present_state_new_vistas.php">https://bbcollege.ac.in/the_present_state_new_vistas.php</a>
Upload any additional information	<a href="#">View File</a>

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

To decentralise the functioning of the college, operational autonomy is provided to the different departments. The college functioning is managed by the governing body which is led by the President with the Principal being the Secretary. The Finance Committee in Association with the Governing Body is the internal sanctioning authority for college finances like disbursement of college funds. The administration always seeks advice from the Academic Committee as well as from the Teacher's Council on different academic affairs. The Heads/Coordinators of various departments are in communication with the Principal and look after the day to day administration of concerned departments. All departments and offices are interconnected via a WiFi network for ensuring efficient and smooth day-to-day academic and administrative activities. Various committees are present representing the different aspects of the college. These committees in discussion with the Principal make their own decisions regarding co curricular, extracurricular and extension activities and ensure their implementation. The Office activities are under the jurisdiction of the college Head Clerk who is also in constant communication with the Principal. The affairs of students are taken care of by the Student's Union who brings them to the attention of competent authorities. Any academic department of the college has full authority to purchase equipment or undertake repairs after taking permission from the Principal.

File Description	Documents
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16522602386.1.2%20Organogram%20of%20the%20College.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16522602386.1.2%20Organogram%20of%20the%20College.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

## 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One major drawback in the previous AQAR was the absence of Industrial Collaboration. To this effect collaboration with industry was implemented. One such successful collaboration was with the training and placement industry, EDUBRIDGE. This collaboration was sealed by a Memorandum of understanding, was signed between Edubridge Pvt Ltd and the Career Counselling and Placement Cell, Banwarilal Bhalotia College was organised on 10.09.2021. Present on the occasion were the Principal of Banwarilal Bhalotia College, Dr Amitava Basu, Career Counselling and Placement Cell Coordinator, Dr Arnab Ganguli, AVP of Edubridge, Mr Subhamoy Roy and Senior Executive of Edubridge, Mr Salil Nath. The aim of this collaboration was to train students and provide them job interviews after training and graduation in different fields of their interest. The event was also reported in the local newspapers. The aim of this collaboration was to ensure that the students skills needed to get jobs and face interviews in the industry. The collaboration also aimed to provide job placements and interviews to students after they have successfully completed the training provided by Edubridge

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1652255968Report%202021.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1652255968Report%202021.pdf</a>
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 Governing body of the college is regulated jointly by Kazi Nazrul University, the UGC/MHRD and the higher education department, Govt of West Bengal. The Principal, being the ex-officio secretary of the governing body works along with the decisions of the latter. The Bursar, Morning - in - charge, Evening - in - charge, Head/Coordinators of Departments and Teacher's council secretary report activities directly to the Principal. The Principal along with the morning - in - charge and evening - in - charge are responsible for directing and interacting with the Head Clerks of the day, morning and evening sections respectively. The Head Clerks are responsible for the activities of the morning, day and evening offices. The Accountant and the Cashier are responsible for the

Accounts Office and Cash Office respectively and report to the Bursar. The part time and contractual teachers report to the Head/Coordinators of the department.

File Description	Documents
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1652257673Final%20Prospectus%202021_compressed_compressed%20(1).pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1652257673Final%20Prospectus%202021_compressed_compressed%20(1).pdf</a>
Link to Organogram of the institution webpage	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16522602386.1.2%20Organogram%20of%20the%20College.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16522602386.1.2%20Organogram%20of%20the%20College.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

For the teaching staffs CAS promotions for every departments have been organized by the college. There is loan benefits for all staffs with the financial assistance of college co-operative society. Special leave facility is available in requirement of professional development. Female staffs are fortunate to avail maternity leave of 180 days as well as can enjoy child care leave as per Govt. rule. There is a facility of refundable and non-refundable loan from the provident fund. Various recreational programmes such

as, Annual Festivals, Basonto Utsav, Teachers' Day, International Mother Language Day, Rabindra Jayanti are organized. In-service teachers can enjoy three advance increments on award of Ph.D and two advance increments on award of M.Phil. Staffs can utilize college ICT facilities and lab for their research work. Crash courses in computer basics are arranged by the college to support staffs. Advance salary is given to the teachers till their pay-fixation and approval from the Govt. The salary of the substantive staff members is done through the HRMS software.

State Health insurance scheme facility for all the substantive staff members, Sastho Sathi Card for adhoc/casual staff.

Wi-Fi facility with high speed internet connectivity is available in the college campus.

File Description	Documents
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16524380376.3.1.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16524380376.3.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

4

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

28

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

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

Institutions Performance Appraisal System for Teaching and Non-teaching Staff managing the organization requires valuable performance management system. The institution is following the appraisal scheme i.e., Performance Based Appraisal System.

There are three categories in this scheme



### 1. Teaching, Learning and Evaluation related activities

### 2. Co-curricular, extension and Professional Development related activities

### 3. Research Publications and Academic Contributions

There is CAS procedure for teaching staff on the basis of API scores. At the end of each academic year the data are collected from each faculty member in the proforma suggested by AICTE. The principal in consultation with senior professors fix certain minimum API scores to be achieved by the faculty members in the three categories. The faculty members are promoted to the next higher level on the basis of the scores.

Students are issued feedback forms at the end of each semester. The feedback forms are collected in the form of questionnaire for accumulating information about the teacher and different aspects regarding the teaching process. The feedback forms are evaluated by a team of HOD, senior professors and suggest suitable measures to improve the teaching-learning process.

As such there is no performance appraisal system followed for non-teaching staff in the institute.

File Description	Documents
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16516634352.6.1%20Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16516634352.6.1%20Student%20Satisfaction%20Survey%20(SSS)%20on%20overall%20institutional%20performance.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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

Our College has established an effective mechanism for the conduction of the internal and external audits on the financial transaction every year to ensure financial compliance. For the



purpose of external audit, Government nominated chartered accountants are appointed. They verify all our financial matters. During the process, all the queries raised by the auditors have to be attended immediately and justified with necessary supporting documents. The final audit report along with the observations of the auditors are then handed over to the College authority and the duly signed audit report is then submitted to the department of higher education, Govt. of West Bengal for their kind consideration. The financial audits for the academic year/Financial Year 2017-2018, 2018-2019, and 2019-2020 have been conducted by Vivek A. & Company. Regarding any audit objection noticed during the external audit process, this can be proudly mentioned that our College has not come across any such major disputes during the preceding years as our financial advisory body and the internal audit firm continuously guide our account section to maintain financial related matters in a proper and transparent way. The Govt. nominated external auditor has not yet been appointed for the period 2020-2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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)

**NIL**

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

The college has a building and development committee, finance committee, and purchase committee. All the works are conducted

through a proper tendering process. Works having vetted amounts above 5 Lakhs or more be executed by following e-tendering norms. The tenders are published in newspapers and the college websites. A minimum of three quotations/tenders are desirable for a successful bid. The lowest quoted party always received the work. The Building committee, as well as an engineer, looks after the work and after proper measurements and verification, they submit a report, and on the basis of the report, the finance committee recommends the payment subject to the approval of the Governing body. All financial transactions were made through A/C payee cheques for the amount above Rs 5000/- or more. Payments of less than Rs. 5000 be made through cash mode. The College conducts regular internal and external financial audits (using Tally 2016 software) as per the financial regulation of the West Bengal Government and UGC. The books of account are subjected to internal audit by qualified Chartered Accountants which are followed by a statutory audit by the Government appointed auditor to ensure financial discipline. They submit a detailed quarterly report for monitoring.

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

For institutionalizing the quality assurance strategies and processes IQAC of Banwarilal Bhalotia College has taken two new big initiatives.

(i) **Conduction of Certificate Courses:** In order to enhance the practical skills of the students, IQAC has taken noteworthy action by arranging 15 different certificate courses and 2 value-added courses with the active participation of various departments. All these courses help students to become efficient and job-focused. Eminent resource persons share their knowledge and expertise. Participated students were duly certified upon the successful completion of each course.

(ii) **Creating Collaborative Work Environment:** IQAC has initiated different collaborative ventures.

- a) The faculty exchange program with nearby Colleges helps to develop strong knowledge-building capacity and better productivity of the learners.
- b) Collaboration with the Central Research Institute, CMERI provides our science stream students ample opportunity to be acquainted with modern research techniques and instrumentations.
- c) Association with the EduBridge, Shyamsel and Power Private Limited, TCS-NQT, Wipro and TATA Consultancy Service are a few other notable strives to assist our students to secure jobs by enhancing professional skills.
- d) Signing MoU with the Rural Education and Medical Development Mission of India provides on-job vocational training facility to the students on healthcare and Paramedical Courses.

File Description	Documents
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16522571056.5.1%20CERTIFICATE%20COURSES.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16522571056.5.1%20CERTIFICATE%20COURSES.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

IQAC of B. B. College puts the utmost importance on developing a learner-centric teaching methodology for ensuring the improved outcome of the college academic performance. Towards this goal, IQAC reviews the current teaching-learning approach on regular basis. After analyzing such reports, this year, some new reforms have been implemented for the betterment of the College pedagogical system.

Creation of an Effective Teaching Environment via designing an academic calendar-based teaching plan to ensure the complete coverage of the prescribed syllabus, conduction of freshers' induction programs at College and departmental level to disseminate an in-depth knowledge of CBCS course structure, affirming an extensive practice of using ICT facilities, ensuring maximum availability of electronic study materials on the College website, organization of national, international level seminars, conferences to inspire students and promote research activities.

Focus on Learner-Centric Teaching Methodology through ensuring continuous evaluation process for categorizing the learners performance-wise, arrangement of remedial, special classes for backward students, collection, analysis of students' feedback to support IQAC in implementing necessary modifications for quality enhancement, scrupulous conduction of mentor-mentee program at every department for better academic performance of the students by solving their various academic and non-academic problems, provision of financial assistance to the needy students.

File Description	Documents
Paste link for additional information	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16524365986.5.2%20Effective%20Teaching%20Learning%20Environment.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16524365986.5.2%20Effective%20Teaching%20Learning%20Environment.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://bbcollege.ac.in/aqar.php">https://bbcollege.ac.in/aqar.php</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

**Executive Summary** The concept of gender equity refers to "fairness of treatment for both women and men, according to their respective needs. This may include equal treatment or treatment that is different but which is considered equivalent in terms of rights, benefits, obligations and opportunities" (International Labour Office [ILO], 2000). Education deals with formation of habits of human beings. If so, we need education seriously to focus on promoting the equal participation of women and men in making decisions; reducing enrolment gap between women's and men's access; giving equality in learning process, educational outcomes and external results; and providing equal benefits for both sexes. Gender equity in education means that males and females have equal opportunities in terms of economic, social, cultural, and political developments. If gender equity is exactly achieved this will contribute to future of girls and boys more than approaches men-centered, and girls will get benefits from public and domestic life as much as boy. In this respect college gender equality and women's cell took many initiatives to promote the issues and manage the challenges these are like:

1. Celebration of International women's day.
2. Conducted orientation programme for the fresher's student of the college.
3. Women's health and hygiene awareness programme.
4. Conducted awareness programme for girls on the topic of different Govt, schemes and empowerment skills and knowledge.

File Description	Documents
Annual gender sensitization action plan	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16578798227.1.1%20Measures%20initiated%20by%20the%20Institution%20for%20the%20promotion%20of%20gender%20equity%20during%20the%20year.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16578798227.1.1%20Measures%20initiated%20by%20the%20Institution%20for%20the%20promotion%20of%20gender%20equity%20during%20the%20year.pdf</a>
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	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16578798857.1.1%20Specific%20facilities%20provided%20for%20women%20in%20terms.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16578798857.1.1%20Specific%20facilities%20provided%20for%20women%20in%20terms.pdf</a>

**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-**

**D. Any 1 of the above**



**based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution has a well-defined scheme for the proper collection, storage, and subsequent disposal of its various degradable and non-degradable wastes (solid waste, liquid waste, e-waste, and hazardous chemicals).

As far as solid wastes are concerned, separate collection bins (for degradable and non-degradable wastes) are installed at various strategic locations within the college premises. Periodically they are collected and disposed of by relevant agencies.

The e-wastes like old and disposed computers or any part thereof are stored in a separate isolated chamber. Specific collection agencies are employed on a periodic basis for subsequent clearing up of the accumulated waste as and when required.

The liquid wastes (including hazardous liquids) from the chemistry laboratory are conducted separately through dedicated conduits and stored in specially constructed and isolated concrete-lined pits. The concrete lining prevents any risk of surface and sub-surface water contamination. The pits have been placed under a shade to prevent their undesirable filling up due to rains.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks**

A. Any 4 or all of the above

**and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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	<a href="#">View File</a>
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**



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

<p><b>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></p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	<a href="#">View File</a>
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).

Our logo signifies our commitment to inclusivity and knowledge attainment by all. The college offers a B.A. in five language subjects and an M.A. in Hindi. The institution caters to students from diverse socio-cultural backgrounds and different linguistic traditions. Management is compassionate and tolerant towards

cultural, regional, linguistic, communal, socio-economic, and other diversities. Commemorative anniversaries of great leaders and days of national importance are observed with due respect. College celebrates Sanhati, Antaryatik Matribhasa divas, Vasanta Utsav, International Yoga Day, International Women's Day, and Rakhi Bandhan with great enthusiasm. Students conduct blood donation camps and medical camps as part of their social outreach. Students and staff also celebrate Saraswati Puja and Bijaya Sammilani. We regularly take up tree planting initiatives on our campus and outside. We periodically send aid to our adopted tribal village. The college supports Kanyashree Prakalpa to promote continued education among female students. Self-defense camps and other programs are organised to help empower female students. Our NSS and NCC units aim at inculcating human values, the dignity of labour, self-confidence, and discipline among the volunteers. Initiatives are taken to send relief materials in case of natural disasters and to donate articles to the downtrodden sections of society.

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

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

The college has organised relevant webinars and has paid due importance to the participation of all staff and the students in the webinar. On 26th November 2021, the college observed Constitution Day. On this occasion talks were delivered by Prof Falguni Mukhopadhyay (Principal-B.C. College, Asansol) on the topic "Significance of Indian Constitution: Today and Tomorrow", Dr Anil Kumar Biswas (Political Sc. Dept, B.U., WB) on the topic "The Philosophy of Indian Constitution" and Dr Debasish Nandi (Pol. Sc. Dept, KNU, WB) delivering a talk on "The Reflection of Constitutional Spirit in India's Foreign Policy".

The various programmes that were taken up by the NSS unit include for inculcating values and responsibilities in the students are as follows:

- Cultivation of Tasar Silk Cocoons by engaging the tribal women of the college-adopted village (Namojamdoba)

- Making of sanitiser during COVID pandemic for distribution in college locality,
- Earn when you learn to programme for girl students making them self-sufficient (Making jewellery products)
- Cultivation of high-value medicinal plant on a college campus and the adopted village, Observation of AranyaSaptaha and
- Organizing Blood Donation Camps.

Students who enrol as NCC cadets actively participate in multiple adventure training like para-sailing, para trooping, mountaineering, horse riding, swimming etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/16592883827.1.9.%20Details%20of%20activities%20that%20inculcate%20values;%20necessary%20to%20render%20students%20in%20to%20responsible%20citizens.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/16592883827.1.9.%20Details%20of%20activities%20that%20inculcate%20values;%20necessary%20to%20render%20students%20in%20to%20responsible%20citizens.pdf</a>
Any other relevant information	Nil

**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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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

Our approach to imparting education and subsequent societal development is stand-alone and holistic. As part of such a policy, our institution places a high value on commemorating national holidays and paying tribute to national heroes and personalities who help us shape our lives and society. The College believes that such observations and gatherings will connect us and our students to the great integrative philosophy of our nation. Throughout the process, we are reminded of the great sacrifices and teachings of our freedom fighters, which assisted us in achieving our prized independence. As a continuation of our commitment to such a cause, we have observed the following days in our institution:

- Independence Day
- Republic Day
- Commemorating 75 years of Indian independence (by celebrating Azadi ka amrut mahotsav)
- Birth anniversary of Netaji Subhas Chandra Bose, Mahatma Gandhi, KajiNajrul Islam, Rabindranath Tagore, and Swami Vivekananda ( National Youth Day).
- On the death anniversaries of Rabindranath Tagore and Khudiram Bose.
- A seminar was organised to commemorate the birth anniversary of Sri SriMaaSharada under the name "Smarane Manane Maa Sarada" on 22nd December, 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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.

B.B. College has adopted a village called Namojamdoba, situated in the district of Paschim Bardhaman, West Bengal. We have put in an honest effort to ensure that our less privileged brothers and sisters become self-sufficient through various green and sustainable practices. To maintain a pollution-free campus by avoiding tobacco, pan-masala, and its subsequent chewing within the campus. To use solar energy on College Campus by installing Solar Lamps and Solar Water Heaters in Girls' and Boys' Hostels. To maintain a green campus, a "green audit" is planned to be done on a periodic basis.

B.B. College, Asansol is committed wholeheartedly to the cause of the environment. We regularly take up tree planting initiatives on our campus as well as outside. The college hosted e-ConSus 2021, a two-day international e-conference on sustainable development.

The Website and Apps Monitoring Committee of the college has launched an app on the Playstore - BBCollege eConnect. Through the app, various data concerning daily academic and administrative activities in college may be accessed conveniently by all concerned stakeholders. The information is shared with the IQAC members to look into the concerns raised and any possible resolutions.

File Description	Documents
Best practices in the Institutional website	<a href="https://bbcollege.ac.in/dynamic_file/NAAC/1659290950Best%20Practices-2021.pdf">https://bbcollege.ac.in/dynamic_file/NAAC/1659290950Best%20Practices-2021.pdf</a>
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 institution has taken up multiple activities which include organising webinars, several extension activities, and signing MoUs with reputed organisations, thereby strengthening its commitment to the art, science, and profession of teaching in a digital mode.

Digital pedagogy has been our thrust area, and organisation of webinars and e-conferences throughout the year attracted active participation from both the teaching fraternity and student community, not only in-house but also from other institutes.

Webinars included talks by eminent speakers and educators across the world. Extension activities encompassed the celebration of important days (birthdays of national heroes, days of environmental significance, etc.), plantation activities, vaccination and blood donation camps, and others.

Certificate and value-added courses (hybrid mode) were conducted by various departments and faculties of arts, science, and commerce throughout the year with the target of skill development among the learners (both in-house and external).

Online training has been imparted following up MoUs that were signed with CMERI, Durgapur (Govt. organisation), and Edubridge (Non-govt) with the key focus on learners' skill development.

Campus placement drives were undertaken by a dedicated Career Counselling and Placement Cell that organised relevant webinars, drawing recruiters like Shyamsel and Clape Technologies.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To make the newly built digital Central Library fully operational.

2. To launch a single-window App for faculties and students to store all the data online (like attendance, leave records, exam evaluation etc.).



3. To organise one state-level workshop for office staff for awareness and training on different software that are running currently for admission, releasing salary, retirement benefits etc.
4. To introduce some new courses, keeping in mind the relevance and future prospects.
5. Procure new books for all the departments as per newly-introduced LOCF curriculum.
6. To establish facilities in our College for developing e-content and contribute to the portals like Swayam and e-pathshala.
7. To prepare and apply for National Institutional Ranking Framework (NIRF) in 2022.
8. Provide encouragement and financial assistance to publish departmental edited volumes/books and to promote further research activities.
9. To get the Academic and Administrative Audit (AAA) certified by external experts.
10. To promote more social activities through NSS in local community/adopted villages.
11. Organize 'Walk-the-River' campaign through rally/survey of local river-system to assess the root causes of recent flood situations in neighbouring areas.
12. To develop more industry-academia linkages for job training/internships etc.
13. To construct an auditorium for the college.