

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2015-2016

I. Details of the Institution

1.1 Name of the Institution

BIRBHUM MAHAVIDYALAYA

1.2 Address Line 1

SURI(BARUIPARA)

Address Line 2

BIRBHUM

City/Town

SURI

State

WEST BENGAL

Pin Code

731101

Institution email address

parthasarathi.mukhopadhyay@rediff
mail.

Contact Nos.

9434039287

Name of the Head of the Institution:

Prof. Dr. Parthasarathi
Mukhopadhyay

Tel. No. with STD Code:

03462253398

Mobile:

9434027077

Name of the IQAC Co-ordinator:

DR. MAHUYA SEN

Mobile:

9474169408

IQAC e-mail address:

iqacbm@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

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

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

EC/58/A&A/26 dated 10.03.2012

1.5 Website address:

www.bmsuri.org

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

19.08.2014

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

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.3 Faculty 2

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? No
If yes, mention the amount **NIL**

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC formally and informally met frequently and chalked out an action plan. CAS fixation of 2 teachers.
Preparation of CAS of 2
Teachers; Steps taken to hold Spl. Classes; Preparation of SSR for 2nd cycle of NAAC
reaccreditation.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
The IQAC helps the Institution to carry out the mission and vision of this college. Need of Class Rooms as it flourishes	Class room, 22& 23, 40,41 11 th paln, & 17/12/2014

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body No

Management

Syndicate

Any other body

Provide the details of the action taken

Motivated the teachers to do OP, RC and seminars
motivated the teachers to organise different types
of seminars

National , 2 District level, 1 college level

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	0	0	NIL
PG	NIL	0	0	NIL
UG	7	0	0	NIL
PG Diploma	NIL	0	0	NIL
Advanced Diploma	NIL	0	0	NIL
Diploma	NIL	0	0	NIL
Certificate	NIL	0	0	NIL
Others	NIL	0	0	NIL
Total	7	0	0	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NIL
Trimester	NIL
Annual	7

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

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

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

Syllabi were revised in some subjects.

1.5 Any new Department/Centre introduced during the year. If yes, give details. No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	08	03	00	00

2.2 No. of permanent faculty with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	07	00	00	00	00	00	00	00	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

08	00	05
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	3	
Presented papers		2	
Resource Persons			1

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

ICT based teaching and learning, Project based teaching are initiated

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

253

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

NA

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

2

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. HONOURS	76		3.04	35.72		
B.A GENERAL	94		1	10.34	12.22	

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

Before test examination every department have to give their syllabus compilation report to the principal (Chairman of the IQAC). Test results also kept in the office record. After final examination results the reports are to be placed in the Governing body to know about the performance of each department.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	

Conference proceedings		1	
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3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1	UGC	2lakh 40 thousand	Full
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.11 No. of conferences

organized by the Institution

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

4

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution

0

who are Ph. D. Guides
and students registered under them

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

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

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="25"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.22 No. of students participated in NCC events: NA

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC: NIL

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text" value="01"/>
		Any other	<input type="text"/>

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

- Cleaning of surrounding area, Tree plantation
- Awareness programme on Thalassemia

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3 Acres	-	-	-
Class rooms	16	-	-	-
Laboratories	1	-	-	-
Seminar Halls	1	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

The library has been partially computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17624	1609136	6	1105	17270	1610241
Reference Books	2159	328310	4	2100	2163	220410
e-Books						
Journals	173	8370	6	900	179	9270
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	15	8	-	-	-	5	2	-
Added	2	-	-	-	-	2	-	-
Total	17	8	-	-	-	7	2	-

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

The teaching and non-teaching staff are accessing internet facility and taking computer training

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.12
ii) Campus Infrastructure and facilities	1.87
iii) Equipments	1.45
iv) Othersu	1.06
Total :	4.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

a large number of students come from surrounding villages with the agricultural backgrounds. So, we have to meet with first generation learners in the college. Whenever they attend their classes, they come to close touch with their teachers, who encourage them by giving all kinds of support they need.

5.2 Efforts made by the institution for tracking the progression

The college has a "Poor- Fund" to help economically backward students. Sometime, these student come to the teachers with other personal problems which may disturb their concentration in learning. There is a friendly atmosphere in the college to solve or to discuss such problem also. Students are supported by stipends as per Govt. policy. Besides regular class teaching, they are assisted by Remedial coaching organized by the College under U.G.C.'s financial assistance.

UG	PG	Ph. D.	Others

5.3 (a) Total Number of students

(b) No. of students outside the state

(c) No. of international students

No	%
No	%

Men

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

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

Entry into services

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Department wise counselling is done

No. of students benefitted

150

5.7 Details of campus placement NIL

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

NA

5.9 Students Activities

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

Students are participated in sports in every day college free hours.

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

¢ The vision is to make all enrolled students truly educated and not only graduates, and to help them to use this education to find jobs, use it for the betterment of their own lives and the lives of the people around

6.2

NIL

¢ The students are made aware of this in the classrooms and through formal and informal interactions with the teachers of the college.

6.3

6.3.

Tea
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students' capacity build up.

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6.3.2 Teaching and Learning

At the very outset of each Academic session, a master routine is framed allocating classes to the teachers. All the courses are given equal importance to make the students' development holistic. Apart from classes

taken in the classrooms, students are also imparted knowledge through virtual classes, tutorials, departmental seminars, interdepartmental seminars, lectures, and workshops. Students are also taken to field studies, particularly for the lab-based subjects. Students are provided with different texts and related reference books and also encouraged with to access library and reading room facilities.

6.3.3 Examination and Evaluation

As prescribed by the university, students are evaluated through mid-term tests to make them prepared for the final examination. Apart from this, class tests are arranged for the better preparation of the students. Students are also given assignments to make them confident with the concerned topics. Teachers regularly and sincerely evaluate the exam copies of both the college and the university.

6.3.4 Research and Development

Teachers give their best effort for the full fledged academic development of the students. Teachers do regular academic research on the topics provided in the syllabus to help them to impart a holistic knowledge to the students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

A well equipped library is available for the students to access according to their needs. Besides, the library has a reading room which the students use for the benefits. There is a well equipped smart classroom which is used as seminar room for various seminars, workshops, programmes etc. apart from this, there is a technologically sound virtual classroom with all modern technological facilities. The college has a rich library with sound equipments like theodolite, dumpy level, soil testing kit for the department of Geography. The institution has a hostel building for girls, separate common rooms for both boys and girls.

6.3.6 Human Resource Management

The Human resource in the college can be categorised into three parts – The teaching staff and the non – teaching staff and the students. Regular meetings of the teaching and non-teaching staff were held with the Principal in order to find out and solve the day to day hurdles of the institution. The Teachers of different departments held meetings with the IQAC, and Academic Sub Committee convenor, Teachers' Council and the Principal to design the course of action of teaching, examination, evaluation and administration.

6.3.7 Faculty and Staff recruitment

Faculty members are recruited by the WBCSC and appointed by the Governing Body of the college. College can recruit need based guest-teachers. The non-teaching staff are recruited by the Managing Committee through the recommendation of the Governing Body.

6.3.8 Industry Interaction / Collaboration

Dr. Mahuya Sen, in charge of The Career Counselling Cell, and the Principal worked hand in hand to collaborate with industries and people. Seminars and Workshops are also organised frequently to enlighten the students with the opportunities and objectives.

6.3.9 Admission of Students

The admission of the students form an important part of the college affairs. The total admission process is carried out following the rules and regulations framed by the govt. Of West Bengal from time to time. students filled up the form following the required criteria. After that the sorted Merit list is displayed on the college website and the admission fees are also collected. This is done to keep the total admission process fair and hassle free from the students' part.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NIL

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

NIL

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programmes for support staff

Time to time training programme is done

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

- Cleaning of surrounding area, Tree plantation

Criterion – VII

7. Innovations and Best Practices

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

- ICT used as teaching methodology
- Plastic free zone.
- No smoking zone.
- Tree Plantation
- Water purifier has been installed.
- Remedial and tutorial classes
- IDEA classes to support employment.
- Computer training for teaching and non teaching staff.
- Initiatives taken to conduct regular guardians meet.
- Girl's hostel has been built in the college premise.

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

- Girl's hostel was built under special scheme of UGC.
- Beautification of the balcony on the 1st floor.
- Repair work done on the windows.
- Construction of classroom 22& 23 under the 11th plan of UGC.
- Submersible pump was installed to solve the long term grievances of the students regarding drinking water.
- Further a water purifier cum cooler was also installed.

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

Making higher education accessible to underprivileged sections. Our goal is to create an equal society by spreading higher education among underprivileged sections such as women and individuals belonging to SC/ST/OBC and minority communities. This aim is guided by the principle that in a democratic nation like India education aims to be inclusive. In fact this idea has been the basis of many educational policies adopted by the UGC and the State Government. Birbhum Mahavidyalaya was established to cater to the educational needs of the people of the Suri sub-division. The college is situated in a region that is semi urban and agricultural. The majority of our students (approx 60%) are 1st generation learners coming from SC/ST/OBC and minority communities (approx 42%) of the students are female.

Keeping these local needs in mind, the College has adopted some strategies for widening access to higher education. 4. The Practice: Some of the strategies adopted to widen access to higher education for a wide range of rural students from underprivileged communities are mentioned below.

- Reservation of seats for admission of SC/ST/OBC students: The College follows the government policy regarding reservation for SC/ST/OBC students. • Relaxation of cut-off marks percentage for admission of SC/ST students: The College follows the norms prescribed by The University of Burdwan.
- Remedial coaching classes for SC, ST, OBC and minority students are taken regularly to improve their academic skills. IDEA conducted classes to prepare them for employment.
- Scholarships for SC/ST/OBC and female students : Most of our SC/ST/OBC students receive stipend from the Government. Female students also receive financial assistance as per Government norms. (Kanyashree etc.)
 - Annual prizes are given to students of different departments to boost their morale and inspire their juniors.
- Problems Encountered and Resources Required: One major problem that we face is lack of awareness among underprivileged students regarding the facilities and opportunities available to them.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Plastic free zone.
- No smoking zone.
- Tree Plantation
- Water purifier has been installed.

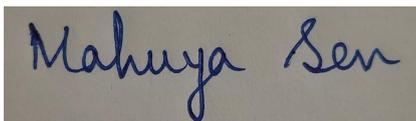
7.5 Whether an environmental audit was conducted? No

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

NA

8. Plans of institution for next year

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Name Dr. Mahuya Sen

Signature of the Coordinator, IQAC



Name: Prof. DR. Parthasarathi Mukhopadhyay

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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