Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**BALURGHAT COLLEGE**
Name of the head of the Institution	**Pankaj Kundu**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03522-255392**
Mobile no.	**9434422540**
Registered Email	**college.balurghat@gmail.com**
Alternate Email	**college.balurghat2@gmail.com**
Address	**Balurghat College, P.O. Balurghat, District Dakshin Dinajpur**
City/Town	**Balurghat**
State/UT	**West Bengal**
Pincode	**733101**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Laxman Saha**
Phone no/Alternate Phone no.	**09775550173**
Mobile no.	**9775550173**
Registered Email	**college.balurghat@gmail.com**
Alternate Email	**iqac.balurghatcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.balurghatcollege.ac.in/wp-content/uploads/2020/01/AQAR-2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.balurghatcollege.ac.in/wp-content/uploads/2019/11/Academic-Calendar-2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**73.2**	**2004**	**03-May-2004**	**02-May-2009**
2	**B**	**2.13**	**2021**	**23-Feb-2021**	**22-Feb-2026**

6. Date of Establishment of IQAC	**26-Nov-2009**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Awareness cum training programme on Students Satisfaction Survey for Semester I students	29-Aug-2019 2	568
Training Programme regarding newly upgraded Smart Class Room for Faculty Members	25-Feb-2020 4	76
Powerpoint Presentations Series about the Department, in preparation of NAAC Peer Team Visit, Balurghat College	04-Mar-2020 1	73
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Balurghat College	No scheme	No agency	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Awareness programme for students satisfaction survey by students to assess the overall upgradation of Balurghat College 2. Training programme for faculty members for use of newly upgraded smart classroom for using more ICT tools in

teaching learning 3. Training for faculty members regarding use of INFLIBNET 4. Distribution of various aids and food materials during COVID19 pandemic 5. Upgrading the feedback system and curriculum delivery mechanism

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

Plan of Action	Achivements/Outcomes
Increase use of ICT tools in teaching learning process	Training programmes were carried out by IQAC for faculty members for better use of ICT tools in teaching and learning. Installation of Live Viewer software enabled faculty members to use the smartboard in more effective way regarding power point presentation during curriculum delivery. New Elearning portal was linked with Balurghat College website where faculty members uploaded their lectures and study materials and students could access the materials any time.
. Conduct proper internal survey for assessing overall development and quality enhancement of College	Conducted several workshops and awareness programmes in all departments with students and faculty members, regarding procedure of satisfaction survey, and how it is important for overall progress of the institution. Conducted online survey regarding infrastructure development and curriculum delivery among all the students of the college, received very good response, which helped the institute to analyse and develop proper mechanism for better curriculum delivery. Based on the feedback of the students , several steps are taken for developing the physical infrastructure of the college.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body Balurghat College	23-Mar-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes

Date of Visit	**19-Feb-2021**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**26-Feb-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Administrative Office and Accounts section has already been computerized. Applications for admission in First year B.A, B.Sc. and B.Com courses are accepted as online application, and the admission procedure is also performed with online merit list and fees submission. CBCS system is implemented from 20192020 academic year. Rigorous Continuous Internal Evaluation process is implemented across all departments, and involvement of more ICT Tools in curriculum, including computational methods of problem solving in various science departments, is in operation. More robust waste management system and initiatives of green campus to be implemented.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum is set by University of GourBanga. The institute has designed a well planned master routine keeping into account the prescribed format of class distribution required for effective curriculum delivery. The ratio of honours and general courses has been managed according to the requirement of UGC curriculum. The documentation process of effective delivery of curriculum is done through submission of Lesson plans at the beginning of the academic year. From current academic session, University of GourBanga has adopted CBCS (Choice Based Credit System) curriculum for all UG courses, and Balurghat College (as an affiliated college to University of GourBanga) also has adopted the CBCS system. The master routine has been designed in such a way that simultaneous 3 yr (1+1+1) system and CBCS system can be in operations. Duration of classes is adjusted to 1 hour and laboratory classes are also adjusted keeping in mind the minimum required credit hours for each laboratory courses. The standing committee on academic affairs meet regularly to formulate strategies for effective curriculum delivery, and action taken report is well documented in minutes of these meetings. Internal assessment would carry direct weightage in

total marks in CBCS system for each paper, so internal assessment methods are given more importance and has been restructured .Student feedback system ensures the quality of the effectiveness in curriculum delivery, at the end of the academic year. For CBCS system, feedbacks from the students are collected at the end of each semester, and sometimes even more frequently, at the departmental level. Tutorial classes are also held during the academic year where discussions are made with the students about the effectiveness of curriculum delivery. Regularized class tests and laboratory tests (wherever applicable) has ensured proper delivery of the curriculum and preparedness of the students during academic session. ICT enabled teaching learning process has enhanced the quality and effectiveness of curriculum delivery. Use of various software, educational websites, and smart class room has enhanced the quality of curriculum content delivery .Proper and updated instruments as per requirement of the CBCS curriculum are provided to the students. Documentation process for effective curriculum delivery is mainly reflected in student feedback. Alongside student feedback, other modes of effective curriculum delivery is documented as completion of class loads as per routine, and well documented by IQAC.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
nil	nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	nil	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	BA Honours in Bengali	11/07/2019
BA	BA General in Bengali	11/07/2019
BA	BA Honours in English	11/07/2019
BA	BA General in English	11/07/2019
BA	BA Honours in Sanskrit	11/07/2019
BA	BA General in Saksrit	11/07/2019
BA	BA Honours in History	11/07/2019
BA	BA General in History	11/07/2019
BA	BA Honours in Political Science	11/07/2019
BA	BA General in Political Science	11/07/2019
BA	BA Honours in Philosophy	11/07/2019
BA	BA General in	11/07/2019

	Philosophy	
BA	BA Honours in Education	11/07/2019
BA	BA General in Education	11/07/2019
BA	BA Honours in Economics	11/07/2019
BA	BA General in Economics	11/07/2019
BSc	BSc Honours in Chemistry	11/07/2019
BSc	BSc General in Chemistry	11/07/2019
BSc	BSc Honours in Physics	11/07/2019
BSc	BSc General in Physics	11/07/2019
BSc	BSc Honours in Mathematics	11/07/2019
BSc	BSc General in Mathematics	11/07/2019
BSc	BSc Honours in Computer Science	11/07/2019
BSc	BSc General in Computer Science	11/07/2019
BSc	BSc Honours in Botany	11/07/2019
BSc	BSc General in Botany	11/07/2019
BSc	BSc Honours in Zoology	11/07/2019
BSc	BSc General in Zoology	11/07/2019
BCom	BCom Honours in Accountancy	11/07/2019
BCom	BCom General	11/07/2019
BA	BA Honours in Geography	11/07/2019
BA	BA General in Geography	11/07/2019
BA	BA General in Sociology	11/07/2019
BA	BA General in Mass Communication and Journalism	11/07/2019
BA	BA General in Physical Education	11/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	Nill
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	BA Honours in Geography	12
BA	BA General in Geography	11
BA	BA Honours in Education	41
BSc	BSc Honours in Zoology	29
BSc	BSc General in Zoology	11
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Nill

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback obtained through the students at the departmental level were analyzed at the departmental meetings by the faculty members. Students are overall very satisfied with the curriculum delivery as most of the students agree to the fact that 90-100 syllabus is being covered in class. Most of the students also are very happy with the transparency of the internall assessment process and feel enough evaluation procedures are undertaken during the academic session to properly judge the progress of a student. Though based on the students feedback, some of the departments increased the amount of class tests and home assignments during the academic year, and plan to formulate a more robust internal assessment methods. IQAC and various departments of the college carried out awareness programme for students satisfaction survey required in NAAC Accreditation process and IQAC conducted an internal survey among the students regarding various aspects involving overall development of the college. Based on the feedback received from more than 1500 students, college authority revamped the infrastructure at the class rooms, boys and girls common room, improved the drinking facility. Based on the feedback by the students, waste management system of the campus has been improved, and washrooms of the college were kept clean on regular basis. Feedback of the students were analyzed in meetings of various standing committees of the college. One such committee is Library advisory committee, that, on the basis of feedback, enhanced the digitization process of the books with the use of KOHA software. INFLIBNET registration is to be renewed , which will provide more e-resources to the students. Feedback obtained from the teachers and alumni members are discussed in the governing body meeting and the facilities at the teachers common room has been enhanced . Based on feedback from the teachers, more wifi connection has been provided i the campus so that all faculty members and departments can avail internet facility. Printers are also given to various departments so that all departments can avail printing facility on shared basis. Alumni association members provided feedback and based on that involvement of more alumni members are sought and financial help from more alumni members are sought regarding development of the college. Feedback from

Employers are also analyzed at the governing body, and based on that recruitment of staff members to be enhanced in future, along with development in infrastructure in he college campus.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	BSc Honours all subjects	235	951	178
BCom	Accountancy Honours	153	23	13
BA	BA Honours all subjects	847	2192	551
BA	BA General	2312	2312	1302
BCom	BCom General	200	18	4
BSc	BSc General	440	440	74
MA	MA in Sanskrit (PG)	60	45	25
MA	MA in History (PG)	60	52	31
MA	MA in Bengali (PG)	70	122	59
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	4452	223	97	Nill	24

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
99	86	10	1	1	9
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student mentoring programme is available in the institution. Students from different demographic and economic

backgrounds are enrolled in the college, so faculty members mentor the students in timely manner regarding various issues experienced by the students during the academic year. All the departments having honours subject in the curriculum, organise mentoring programme during the year with their students, all 3 years for UG (both semester wise for CBCS system and old yearwise UG program) and 2 years for PG, where all full time faculty members play role of mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4680	297	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
103	99	4	38	29

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	No awards	Assistant Professor	No awards
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	Bengali PG History PG Sanskrit PG	Semester	12/10/2020	28/10/2020
BCom	GENC	Year	18/10/2020	30/10/2020
BCom	ACNH	Year	18/10/2020	30/10/2020
BSc	GENS	Year	18/10/2020	30/10/2020
BA	BNGH ENGH SANH PLSH PHIH HISH EDCH GEOH ECOH	Year	18/10/2020	30/10/2020
BA	GENA	Year	18/10/2020	30/10/2020
BSc	BOTH ZOOH CEMH CMSH PHSH MTMH	Year	18/10/2020	30/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In the academic year 2019-2020, the standard continuous internal evaluation process that has been followed at Balurghat College as usual like previous

years. All the departments conducted class tests during academic session 2019-2020 and also most of the departments conduct laboratory tests as part of CIE. Some of the departments adopted student centric teaching learning methods and included mock-teaching, reverse classroom analysis as part of their CIE process. As a part of newly added CBCS system, separate set of departmental examinations, assignment submissions and viva-voce were conducted among the students of 1st and 2nd semester. Departmental selection tests were conducted for all 3 years in UG.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar had been prepared well in advance before commencement of the academic year. Hardcopies of the academic calendar has been distributed among various stakeholders before beginning of academic session 2019-2020. B.A., B.Sc and B.Com 3 year Hons and general examinations, 1st and 2nd semester (for CBCS syllabus) are conducted by University of GourBanga, and Balurghat College was chosen as one of the examination centre. The dates given by the university for examination had been adhered to strictly, and examination process has been completed in timely manner both for theory and practical examinations. Several orientation programmes for 1st semester students have been conducted for all 1st semester Hons students about their newly adopted CBCS system.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.balurghatcollege.ac.in/wp-content/uploads/2021/05/2.6.1-DEPARTMENT-WISE-PO-PSO-CO-Copy.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Bengali PG History PG Sanskrit PG	MA	Bengali History Sanskrit	120	120	100
BOTH ZOOH CHEM CMSH PHSH MTMH	BSc	B. Sc Hons	101	101	100
GENS	BSc	B.Sc General	30	30	100
ENGH SANH PLSH PHIH HISH EDCH GEOH ECOH	BA	B.A Hons	272	272	100
GENA	BA	B.A General	731	708	96.85
ACNH	BCom	B.COM Hons	2	2	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1095	HEDSTWB	17	7
Major Projects	1095	SERB, DST (Central Govt.)	20	8
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	COMMERCE	1	Nill
International	Chemistry	2	Nill
National	Geography	1	Nill
International	Mathematics	4	Nill
International	Zoology	1	Nill

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	1
English	4
Geography	1
Bengali	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
A new graph radio k-coloring algorithm	Laxman Saha and Pratima Panigrahi	Discrete Mathematics, Algorithms and Applications	2019	Nill	Department of Mathematics, Balurghat College Dakshin Dinajpur, Balurghat, West Bengal 733101, India	1
Upper bound for radio k-chromatic number of graphs in connection with partition of vertex set	Laxman Saha	AKCE INTERNATIONAL JOURNAL OF GRAPHS AND COMBINATORICS	2020	Nill	Department of Mathematics, Balurghat College, Balurghat 733101, India	1
Radio Graceful labeling of graphs	Laxman Saha and Alamgir Rahaman Basunia	Theory and Applications of Graphs	2020	Nill	Department of Mathematics, Balurghat College, Balurghat 733101, India	Nill
Fault-tolerant metric dimension	Mithun Basak, Laxman Saha, Gour	Theoretical Computer Science	2020	Nill	Department of Mathematics,	4

of circulant graphs Cn(1,2,3)	Kanta Das and Kalishankar Tiwary				Balurghat College, Balurghat 733101, India	

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Three new species of predaceous midges Brachypogon Kieffer from northern plains of West Bengal, India (Diptera: Ceratopogonidae)	Poulami Saha, Shubhranil Brahma Niladri Hazra	Oriental Insects	2019	14	Nill	Researcher, The University of Burdwan
Fault-tolerant metric dimension of circulant graphs Cn(1,2,3)	Mithun Basak, Laxman Saha, Gour Kanta Das and Kalishankar Tiwary	Theoretical Computer Science	2020	110	4	Department of Mathematics, Balurghat College, Balurghat 733101, India
Radio Graceful labeling of graphs	Laxman Saha and Alamgir Rahaman Basunia	Theory and Applications of Graphs	2020	2	Nill	Department of Mathematics, Balurghat College, Balurghat 733101, India
Upper bound for radio k-chromatic number of graphs in connection with partition of vertex	Laxman Saha	AKCE INTERNATIONAL JOURNAL OF GRAPHS AND COMBINATORICS	2020	9	1	Department of Mathematics, Balurghat College, Balurghat 733101, India

set						
A new graph radio k-coloring algorithm	Laxman Saha and Pratima Panigrahi	Discrete Mathematics, Algorithms and Applications	2019	15	1	Department of Mathematics, Balurghat College Dakshin Dinajpur, Balurghat, West Bengal 733101, India
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	7	8	1	Nill
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Training Programme on Blood Donor Motivation	NSS Unit Dakshin Dinajpur Voluntary Blood Donors Association	10	60
Awareness program on social bonding with traffic police personnel by NSS Unit	NSS Unit Balurghat College	2	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nill
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swacchata	NCC Unit,	Social	2	105

Samaroh	Balurghat College	Awareness Activity		
Blood Donation Camp	NCC Unit NSS Unit, Balurghat College	Social Awareness Activity	16	70
Swacchata Samaroh	NCC Unit, Balurghat College	Social Awareness Activity	1	105
'Online Quiz on COVID-19 Awareness' during Pandemic situation	NSS Unit, Balurghat College	Covid Awareness	41	120
Food distribution to villagers during COVID-19 crisis	NSS Unit, Balurghat College	Covid Awareness	2	10
Online Safety Awareness Programme during COVID-19 situation	NSS Unit, Balurghat College	Covid Awareness	2	25
Training Programme on Blood Donor Motivation	NSS Unit Dakshin Dinajpur Voluntary Blood Donors Association	Awareness Activity	10	60
Awareness program on social bonding with traffic police personnel by NSS Unit	NSS Unit Balurghat College	Awareness Activity	2	50
Covid 19 Safety Awareness Programe	NSS Unit, Balurghat College	Covid Awareness	2	20
Initiative taken by NSS volunteers to donate Rs 3000 to CM Relief Fund by saving their Pocket Money Amidst the Corona Crisis	NSS Unit, Balurghat College	Covid Awareness	2	55
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NA	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NA	NA	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	Nill

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
35	36.51

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	18.11	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22077	2104804	Nill	Nill	22077	2104804
Reference Books	8652	706200	Nill	Nill	8652	706200
Journals	26	32575	Nill	Nill	26	32575
e-Journals	1	5000	Nill	Nill	1	5000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NO teacher	No teacher	not applicable	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	54	2	13	0	0	8	46	35	0
Added	22	0	0	0	0	9	13	0	0
Total	76	2	13	0	0	17	59	35	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
not applicable	http://www.balurghatcollege.ac.in/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical

facilities		facilites	
23	23.97	25	0.47

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing academic facilities can be divided among class rooms, laboratories and library. Procedure for utilization of classrooms can be attributed to assignment of all the classrooms in a proper effective manner in the master class routine prepared for all the streams, ahead of commencement of classes in July 2019. Classrooms of KB Buildings are utilised for organizing seminars and workshops. The smart classroom of Balurghat College has been upgraded with LiveViewer software, which enables the faculty members to use the smartboard in more technically enriched manner. Laboratories were also used for organising seminar in cases where hands-on demonstration was needed. Procedure for maintenance in the library and procedure for issuance of books in the library was catered out well in advance to the students and faculty members. Proper log book was maintained for visitors in the laboratory, and register book were maintained for issuing books to the library. Procedures and policies for maintaining the laboratories were designed before the commencement of academic year. Students were given a set of guidelines and rules mentioning safety and security procedures to be maintained in the laboratories. Waste management systems were designed properly in the laboratory , to segregate solid and liquid waste systems. Gas pipe lines of all the laboratories were maintained by proper servicing during the academic year, which ensured safe operation of various Bunsen burners and pipelines. Chemical and other glass apparatus/instruments are purchased through proper calling of tender before start of the academic year. College campus ground was utilised for various sporting event. Various new sports equipments like Discuss, cricket gears, new footballs has been acquired during the year. Separate storage facilities for cricket and football equipments has been set up during the year.

http://www.balurghatcollege.ac.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Half Free Tution fees for students and Full Tuition waiver for students	338	138930
Financial Support from Other Sources			
a) National	Kanyashree AND Swami vivekananda merit cum means scholarship	495	21054207
b)International	Kanailal Pramanik and Charubala Pramanik Memorial Scholarship	6	12000
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga training	10/09/2019	67	Dept of Physical Education, Balurghat College
Mentoring Programme	12/11/2019	1837	Faculty member of various departments
Personal Counselling	19/11/2019	678	Faculty members of various departments Balurghat College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counselling and Competitive Examination Guidance	317	439	23	7
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
103	103	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	Nill	Nill	Various Private and Government Organizations and Institutions	103	17
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	56	B.Sc Honours	Chemistry, Physics, Maths, Botany, Zoology, Computer Science	IIT Jodhpur, University of Gourbanga, Raiganj University, Bangarh Scholar Teacher Training Institute, Atreyee College of Education	M.Sc, B.Ed
2019	154	BA Honours	Bengali, Sanskrit, History, Pol. Science, Economics, Geography, Philosophy, Education, English	University of Gourbanga, Balurghat College, IGNOU, NSOU, Raiganj University, Bangarh Scholar Teacher Training Institute, Atreyee College of Education	M.A., B.Ed.

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
SET	7

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Freshers Welcome for Students	Intra Institutional	1232
Mr. and MISS Freshers	Intra Institutional	67
Cultural competition for students	Intra Institutional	162

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NIL	National	Nill	Nill	Nill	Nill

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council in Balurghat College is a very active one and they have specific set of committees who look after students needs during the academic year starting from the admission process. Student council has organised a host of functions during the academic year including fresher's welcome, social programme, teacher student cricket match during College foundation day (8th September 2019), Saraswati Puja (29th January, 2020). The General Secretary of student council is a member of College Governing Body, which is the main administrative body for proper functioning of various activities in the College. Members of Students Council are also present in Library Committee and IQAC. Debapriya Sanyal, who is a student council representative in IQAC, Balurghat College, participated actively in the preparation of NAAC peer team visit, and SSR submission.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association is a registered society, WEST BENGAL ACT XXVI of 1961 No. S0005620 of 2019-2020. It has its own Website (www.balurghatcollegealumni.org). The website has a provision for online registration of alumni members.

5.4.2 – No. of enrolled Alumni:

35

5.4.3 – Alumni contribution during the year (in Rupees) :

377000

5.4.4 – Meetings/activities organized by Alumni Association :

No. of Meetings held – 4 (05.08.2019, 28.08.2019, 21.12.2019 24.02.2020) Activities: 1. Observation of 22se shraban (Kabi Pranam) on 8.8.2019 2. Free Eye checkup Camp at Malancha Village on 2.3.2020

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Balurghat College was due for NAAC visit on 19-20 March 2020 (which was postponed due to Covid19 Pandemic). During the preparatory phase for NAAC PTV, a number of practices were in place which emphasized decentralization and participative management. IQAC of Balurghat College was given the responsibility for preparation of SSR, and submission of SSR, along with IIQA,

and various fees necessary for SSR submission. IQAC members were also in charge for conducting the awareness programme for students satisfaction survey, and answering the questions required by DVV during the SSR submission and validation process. Another example of participative management would be restructuring and improvement in Central Library, Balurghat College. Library Advisory Committee along with Librarians of Balurghat College reorganized the arrangements of Balurghat College library, enhanced the internet facility, strengthened the LMS via KOHA 18.11 software, renewed the registration in INFLIBNET, to name a few. This active participation of Library advisory committee and librarians has ensured the increased quality of book lending process and several library related matters, which in turn benefits Balurghat College and its teaching learning process as a whole.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	Planning has been made by the college to enhance collaboration with local industries and also visit some of the local industries. Dept of Commerce has planned to follow-up on their visit to local rice mill .
Library, ICT and Physical Infrastructure / Instrumentation	Membership in INFLIBNET is renewed and is in operation for enhancing the e-resource content of the library. Installation of KOHA software for digitization of the library is completed, and almost 50 of 32000 books in the library are digitally entered in the system. ICT enabled smart classrooms and audio-visual lectures involving more newly purchased overhead projectors enhanced quality of teaching learning. E-LEARNING portal of Balurghat college made study materials available electronically to students. Physical infrastructure has also been enhanced with new furnitures, green-boards, sports equipments etc. New instruments are purchased in laboratories following CBCS syllabus.
Examination and Evaluation	The Undergraduate section is governed by University of Gourbanga, so the college has to follow the pattern of Examination set by UGB strictly. However, the college has designed a various number of internal evaluation processes including continuous evaluation through class tests and laboratory tests wherever applicable. Surprise class tests are also introduced in the curriculum, which tests the preparedness of the student

	at any given time during the academic session. Evaluation is also done based on projects and field trips, and through assignments provided to the students in timely manner during the academic session. Timely grievance redressal related to evaluation process and doubt-clearing classes after evaluation process also enhances effectiveness of examination and evaluation.
Curriculum Development	Under Graduate section of the college is governed by the curriculum of University of Gourbanga, so there is not much scope for the college to develop the curriculum on their own. Despite the constraints regarding curriculum development, The college introduces innovative ideas within the curriculum to make it more effective regarding content delivery. This includes field excursions, local industry visit and project works, reverse classrooms etc., which enhances the cognitive ability of the students. The curriculum of the PG courses are designed by the College as it has the autonomy to do so.
Teaching and Learning	Teaching learning process has been improved to a great extent by adopting student centric method of teaching which involves mock teaching by the students. Increased number of computers, adoption of more ICT tools and audiovisual techniques improve teaching learning process as well. Regularised class tests and lab tests, use of museum by history students, wifi enabled college campus also enhanced the overall teaching learning process. A strong feedback system and students satisfaction survey enables the college authority to take proper steps for improvement of teaching learning process in the college.
Research and Development	IQAC successfully encouraged faculty members to participate in research activities and seminar/conferences. Career counselling programme was organised to enhance employability among students. Various departments adopted hands-on approach for teaching , and small research-based projects are carried out by students to gain first-hand research experience. Faculty members were encouraged to complete PhD, and 3-4 faculty members are on the

	verge of completion of PhD degree. Modern equipments like UV Spectrophotometer is purchased by Dept of Chemistry, which will enable the faculty members to carry out research projects.
Human Resource Management	College authority along with IQAC organised workshops and programmes for faculty members regarding NAAC accreditation process. Also all the faculty and staff members were made part of various standing committees like Hostel committee, routine committee, standing committee on academic affairs, examination committee, admission committee, library advisory committee, infrastructure management committee, sports committee to name a few. Regular meetings and action taken plans executed via college authority ensured proper functioning of these committees and development of the college regarding academics and students related affairs. Specific duty were assigned to non teaching staff members regarding admission of students and registration for examinations.
Admission of Students	Admission of students has been done completely via online mode and through e-governance. A separate admission portal at http://balurghatcollegeadmission.com/ displayed all the information regarding admission, seat available, seats filled up and admission fees. Automated confirmation messages regarding admission, verification was sent to the phone numbers of the candidate. Subject wise roll number code for students admitted to CBCS system was generated for the first time in college

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Website of Balurghat College been improved and organized. E-tenders were sought by college authority in case of many purchases.
Administration	Tally software has been used in the college administration
Finance and Accounts	Tally software to maintain college accounts. Receipt of salary generated through HRMS portal sent via e-mail to all employees. Implementation of new pay commission and the pay-structure details distributed among faculty

	members via e-governance mode
Student Admission and Support	Student admission completely done through online mode and e-governance. Online payment of fees and generation of receipt. Specially coded roll numbers for students in CBCS programme. Student grievances regarding online admission was resolved via dedicated email ID.
Examination	Final examination was taken in Online mode due to COVID19 pandemic. Complete e-governance mode applied in examination. University of GOURGANGA had set-up a dedicated portal for question download, answer script upload by students, and separate password protected portal for correction of answer scripts by faculty members. Balurghat College also generated dedicated email address for submission of answer scripts by students, and receipt of answer scripts via whatsapp.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	nil	nil	nil	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training programme regarding e-governance of admission procedure and online payment system	Training programme regarding e-governance of admission procedure and online payment system	03/07/2019	03/07/2019	12	7
2020	Use of Inflibnet and other	Nil	30/01/2020	30/01/2020	63	Nill

	e-resources at Balurghat College Central Library				

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Physics	1	19/08/2019	02/09/2019	15
Refresher Course in Bengali	1	06/12/2019	19/12/2019	14

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
31	7	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Balurghat College Employees Cooperative Society	Balurghat College Employees Cooperative Society	Kanyashree Prakalpa, Swami Vivekananda merit cum means scholarship, Sitaram Jindal scholarship, Half free and full free tuition, Kanailal Pramanik and Charubala Pramanik Scholarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

External audit is done by Director of Public Instruction, Government of WestBengal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	NA

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6.4.3 – Total corpus fund generated

0	

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1 - Regular meeting between parents and teachers at each department. Teachers discuss the progress of the students with their parents. 2- Parents and teachers discuss about various scholarship opportunities available at the institute for the students, and encourage parents to avail those scholarships wherever applicable. 3- Parents are made aware of the safety procedure in the laboratories for the students, and PTA makes sure all the students purchase or acquire necessary safety gears and equipment for attending the laboratory. 4- Parents encourages students to attend various career guidance and awareness programmmes organized by the teachers at departmental level and institutional level.

6.5.3 – Development programmes for support staff (at least three)

1-Meeting with support staff for conducting Test Examinations and UGB Examinations at Balurghat College Center. Specil training programme was arranged via online mode to train support staff regarding various issues of online examination which was conducted by UGB due to COVID19 pandemic. 2-Meeting with support staff before online admission process. 3-Meeting with support staff regarding NAAC Accreditation process. 4- Training for office support staff and gatekeepers and caretakers regarding beautification of the campus

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1- Digitization process of the library books using KOHA 18.11 software 2- Equipment of science library upgraded during the year 3- Waste management system has been upgraded during the year 4- Physical infrastructure has been revamped and upgraded during the year 5- Eco friendliness of the campus has been enhanced.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Awareness cum training programme on Students Satisfaction	29/08/2019	29/08/2019	30/08/2019	568

Year	Title				Participants
	Survey				
2020	Training Programme regarding newly upgraded Smart Class Room for Faculty Members	20/02/2020	25/02/2020	28/02/2020	76
2020	Powerpoint Presentations Series about the Department, in preparation of NAAC Peer Team Visit, Balurghat College	04/03/2020	04/03/2020	04/03/2020	73
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day Celebration	13/03/2020	13/03/2020	63	29

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Promoting awareness against wastage of water and electricity through leaflet and signboards • Use of renewable energy resources and meeting power requirements of the college via renewable energy resources (about 83) • Benefits and challenges of using LED bulbs • Importance of creating Green Zone in College Campus Awareness throughout the campus to keep it plastic free. Proper waste management system developed with solid waste and liquid waste pits.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Ramp/Rails	Yes	5
Braille Software/facilities	Yes	5
Rest Rooms	Yes	5

Scribes for examination	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	Nill	1	05/05/2020	1	Food Distribution among poor villagers in the Balurghat Block and Malancha, during COVID19 crisis	Scarcity of food during Covid19 crisis	12
2019	1	Nill	04/07/2019	1	Awareness program on social bonding with traffic police personnel by NSS Unit	Communication gap between local people and traffic police regarding traffic and related issues	52
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Balurghat College Code of Conduct Handbook	02/07/2019	Proper action is taken as per code of conduct handbook guidelines regarding admission procedures, Boys Hostel issues, attendance of students etc

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence day	15/08/2019	15/08/2019	120
Republic day	26/01/2020	26/01/2020	110
International	13/03/2020	13/03/2020	92

Womens Day			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1-Ecofriendly Transportation, 2-Saving water in Labs, 3- Proper waste management disposal in campus and laboratories 4- Refurbishing the Medicinal plant garden, 5- Saving electricity via using LED bulbs 6- Move to partial paperless administration 7- Development of flower garden in college campus 8- Awareness regarding use of mask , sanitisers and social distancing administration 9- Tobacco free campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best practices 1: Environmental Consciousness and Sustainability: College is located in a sprawling green campus. Most part of the land is empty and have opportunities for enhancing the Environmental Consciousness and Sustainability. The following works have been done in the campus which helps in the Environmental Consciousness and Sustainability: • Plantation of trees on the large scale inside the college campus time to time. Wi-Fi internet facility. Encourage to students and teachers for save electricity, save papers, save waters, use of dust bins etc. • Environmental awareness program (single use of plastics awareness) runs by NSS unit of the college. •Celebration of international yoga day and arranging of Yoga camp inside the campus. • Water analysis of different villages around the college done by the department of chemistry. • Availability of Sports ground, large cricket ground, football ground. Best practices 2: Gender Equity: Since, this college is a coeducational and every year large numbers of girls' student take admission in different courses in the college. The college provides free ship half free ship to the students of lower income family. College also helps girl students to get different type to scholarship (Kanyashree Swami Vivekananda Scholarship etc.)provided by the Government of West Bengal. College also take care for arranging stipend for the students belonging SC, ST minority section. The college has a large girls' hostel a boys' hostel and separate common room for girls and boys. Sports in charge provides indoor games in common rooms. A gender sensitization programmes are also seen in the lectures, sports competition, and programs conducted by the NCC and NSS units of this college. Girl students participate with full enthusiasm in each and every unit (academic as well as extracurricular activities) of the college. Best Practice 3. Student Card and Mentoring system: Objectives of the Practice 1. To create an informal informative association between mentor and mentee 2. To provide better guidance and support to the students' needs 3. To provide teachers to build the overall personality of the student, who can contribute to nation building activities 4. The Context considering the feedback received from mentees and their mentors, changes are made to the format wherein questions are more direct. Questions are asked across the four semester 3rd Year students as per their relevance to the students need for that semester or year. An attempt is made to get quantitative data for some questions, which could be used to make more meaningful decisions in future for student community at large. Formal meetings with individual students or group of 48 students in a year is arranged by the course coordinator (CC), wherein the students mention their academic background, interests and their aspirations and goals, family back ground and expectations from the college. In the next semester, another meeting with students is planned to know their experiences, evaluate their performance and ask suggestions for improving college facilities and functioning. The mentor looks at the attendance and performance of individual student and suitable measures are taken. Parents are intimated about their wards performance and separate parent meetings are held in chronic cases to report. Advance learners/good

performers are advised to join Assured Career Progression (ACP), take up projects/internships, while the weak academic performers are instructed to participate in remedial coaching. Students are also encouraged to participate in literary, fine arts, performing arts and sports depending on their interest and talent. Students identified with personal difficulties and low self-esteem are guided to the counselling cell of the college. The outcomes of this process can be evaluated both objectively and subjectively. For most students the academic progression has seen an upward trajectory suggesting better performance with every year. Examples of students can be cited wherein the progress has been phenomenal. Students grow in their values and better understanding of the subjects. Quantitative data was useful for some questions and the responses analyzed will help students' issues to some extent. 5. Problems Encountered and Resources Required Time to undertake this activity is an important factor for both the mentor and mentee to make the best of this process. With fixed meeting schedules every semester this factor is taken care but the number of students (approx. 4600) in large classes becomes a difficult task for mentor to have a strong hold over the students' performance per se. To collate quantitative data for questions is also a tedious task for the mentors and better ways to accommodate the same has to be reconsidered. Best practice 4: Green initiatives 1. Title of the Practice: Green initiatives to inculcate green consciousness in students and plan actions to save our environment and to be one with Nature. 2. Objectives of the Practice "Save the nature to save the future, make safer environment for better tomorrow" We plan various activities with to perpetuate green consciousness in our students, with a firm belief that these activities will enhance their awareness and influence their independent thinking abilities to make simple practical attentions in their personal and professional lives that can have a long-term impact on improving our environment. Institute has a compost waste where all wet waste from canteen is converted in compost and used in gardening. These initiatives demonstrate institutes commitment for environment sustainability and inspire students to take up responsible steps for better environment. We plan activities and awareness session about various dimensions such as global warming, global plastic problems, increasing generation of electronic waste, effect of unrestricted use of electricity on environment so that students can take informed steps in their individual capacity and alter their lifestyle to respect nature and not take it for granted.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.balurghatcollege.ac.in/wp-content/uploads/2021/05/Institutional-Best-Practices-2019-2020.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

1. The performance of the institution in one area distinctive to its vision: Since, this college is a coeducational and situated in the rural area. There are 16 departments through honours programmes (B.A., B.Sc. and B. Com) and 4General courses in Sociology, Mass Communication, Food Nutrition, Physical Education and three Post- graduate Courses with autonomy in Bengali, History Sanskrit. Every year large number of rural students (Girls and Boys) take admission in different courses of the college. In keeping with the motto of the college, empowerment through education, teaching and non-teaching staff of Balurghat College continuously strive to encourage and emphasise on the education of its students. The college is situated in the rural belt and many of the students come from economically weak and socially backward section of the society, many of them being first generation learners. The students are

encouraged to participate in model presentations, Youth Parliaments. The students are mentored and parent teacher meetings are held in order to appraise the guardians about the progress of their wards. The college arranges 50 percent waiver of the college tuition fees for financially backward students. The Kanyasri Prokolpo of the State Government is also implemented successfully since 2014-2015 for encouraging the girl students to continue their formal education. Around 500 students on an average per year have been enjoying the benefits of Kanyasri Prokolpo for the past four years.2. Green initiatives to inculcate green consciousness in students and plan actions to save our environment and to be one with Nature. The Practice "Save the nature to save the future, make safer environment for better tomorrow" We plan various activities with to perpetuate green consciousness in our students, with a firm belief that these activities will enhance their awareness and influence their independent thinking abilities to make simple practical attentions in their personal and professional lives that can have a long-term impact on improving our environment. Institute has a compost waste where all wet waste from canteen is converted in compost and used in gardening. These initiatives demonstrate institutes commitment for environment sustainability and inspire students to take up responsible steps for better environment.

Provide the weblink of the institution
http://www.balurghatcollege.ac.in/

8.Future Plans of Actions for Next Academic Year

Future Plans for next academic year 2020-2021: The current situation due to COVID19 pandemic hinders many aspects of planning and action for development of Balurghat College. Despite many difficulties, college authority and IQAC will work diligently for overall quality improvement of the college. Major plans that will have possibility of successful execution are as follows: 1. Online classes via master routine with proper documentation regarding attendance 2. Online method of continuous internal evaluation with proper documentation process 3. Orientation programme for students and faculty members for successfully conducting online classes via various platforms like Google Meet, Zoom, Microsoft Teams, etc. 4. Conducting career awareness and counselling programmes via online mode that will help and benefit students during these challenging times 5. Formulation of a robust feedback mechanism from students and other stakeholders regarding development of college 6. Yoga workshops both in online and offline mode (if situation permits) 7. Improve the quality of waste management system in laboratories and campus 8. Conduction of student enrichment programmes and/or certificate course that will help students in various competitive examinations regarding higher education 9. Complete the digitization process of books in central library using KOHA software. 10. Upgrade the internet and wifi facility around the campus