YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	BALURGHAT COLLEGE
• Name of the Head of the institution	Dr Pankaj Kundu
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03522255392
• Mobile no	9434422540
• Registered e-mail	college.balurghat@gmail.com
• Alternate e-mail	college.balurghat2@gmail.com
• Address	Balurghat College, P.O. Balurghat, District- Dakshin Dinajpur
• City/Town	Balurghat
• State/UT	WestBengal
• Pin Code	733101
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**University of Gourbanga**
• Name of the IQAC Coordinator	**Dr Subhashis Biswas**
• Phone No.	**7586909632**
• Alternate phone No.	**7586909632**
• Mobile	**8617707684**
• IQAC e-mail address	**iqac.balurghatcollege@gmail.com**
• Alternate Email address	**iqac2.balurghatcollege@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.balurghatcollege.ac.in/wp-content/uploads/2021/10/Balurghat-College-AQAR-2019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.balurghatcollege.ac.in/academics/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**73.2**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**B**	**2.13**	**2021**	**23/02/2021**	**22/02/2026**

6.Date of Establishment of IQAC	**26/11/2009**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	**na**	**na**	**na**	**na**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	5	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Opening of e-learning portal at Balurghat College website and uploading of study materials in the portal; Doubt clearing and direct interaction with students in the e-learning portal

Effective curriculum delivery through preparation of central routine for online classes and keeping detailed record of online classes taken by all faculty members including student attendance records

Conducting orientation programme separately for faculty members and students regarding online classes and make everybody familiar with the technical details of conducting online classes during COVID19 pandemic.

Successful completion of NAAC Peer team visit on 19-20 February, 2021, and obtaining B grade. The visiting peer team were really impressed with overall infrastructure , academic and administrative operations in the college and provided A grade in the qualitative matrix part of the assessment.

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

Plan of Action	Achievements/Outcomes
Orientation for conducting online classes during COVID19 pandemic for both faculty	Completed orientation for faculty members on 14/8/2020-15/8/2020 and students

members and students	during 20/8-2020 to 26/8/2020
Conducting online classes following a central routine designed specially for online classes for effective curriculum delivery	Regular online classes taken with record of classes kept by IQAC
Opening of e-learning portal for students	E-learning portal opened at www.balurghatcollege.ac.in/elearning and faculty members uploaded study materials in the portal
Successful completion of NAAC peer team visit	NAAC peer team visit was scheduled for March 2020, which was postponed due to COVID19 pandemic. On Feb 19-20 , 2021 , successful visit of NAAC peer team happened at Balurghat College.
Organise career counselling and awareness programmes for students	Dept of Zoology and Chemistry organised career counselling programmes and seminars for students while Dept of Bengali organised a month long short term course for SET/NET aspirants
Enrichment programme and short term course for students	Dept of Mathematics organised an Enrichment programme for students of 120 days duration where faculties from all over India taught via online mode
Creating social awareness during COVID 19 pandemic	IQAC in collaboration with NSS, NCC and Dept of Physical Education organised various programmes, awareness , online yoga programmes etc to keep mental and physical health of students sound, and create awareness among local community during these difficult times

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Boady, Balurghat College	**14/12/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	**30/01/2022**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**636**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**4471**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1497**

File Description	Documents
Data Template	[View File](#)

2.3	**1285**

Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**98**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**102**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**35**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**23**
4.3 Total number of computers on campus for academic purposes	**33**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 intotal 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 equirement 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.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[www.balurghatcollege.ac.in]()

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

The routine committee and standing committee of academic affairs designs a academic calendar at the beginning of the year including a guideline for conducting internal assessments throughout the year. Departmental HoDs also adhere to the academic calendar, and conduct continuous internal assesment procedures , and they submit the CIEs to IQAC from time to time. College also uploads the class routine in college website and circulate among the students via whatsapp groups. Same is done for conducting internall assessments.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://www.balurghatcollege.ac.in/academics/academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

263

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The diverse programs of the Affiliated University(University of Gourbanga) offer the wide range of relevant incorporated issues to Gender, Environment and Sustainability, Human Values and Professional Ethics with the local as well as global need in the UG and PG curriculum. On Gender: From the most fundamental concept of Gender to ancient feminist philosophy; from an understanding of

basic concepts of gender equality, women empowerment with the social phenomenon. These elements are incorporated at varying levels in the different disciplines of UG and as well as PG semester courses On Environment and Sustainability: The curricular aspect is one of the main stays of this institution. The multi-dimension of environment and sustainability as a cross-cutting issue is carefully placed in the curriculum and syllabus of UG and PG program. Students of various courses are taught on environmental values with sustainability development with environmental laws, pollution, natural resource management, waste management, biodiversity, ecosystem, biome of the world,wetland conservation, rural development, etc. The university's vision on moral uprightness, social responsibility, service to society keeps the curriculum enriched with integrated cross-cutting issues pertaining to gender, environmental sustainability , human values and professional ethics in various courses. In the college more or less all the branches have a course in environmental studies. The students of PG courses (History, Sanskrit, and Bengali) have learned about knowledge of relationship between man and environment. The students of UG courses (Zoology, Chemistry, Commerce, Physics, Geography, Economics, Philosophy,Education, Sanskrit, and Political Science) also have learned and increased their knowledge of environmental management, women empowerment, gender, and politics. For the students, almost the entire program deals with human values, social commitment, peace, and justice. A few representative examples are: 1.Isopanisad, Manusamhita 2.History of Vedic Literature 3.Gender and Politics 4.Gender Inequality 5.Women Empowerment 6.Women Education 7.Ancient Political Thought 8.India's Environmental History 9.Man and Environment 10.Environmental Biology 11.Bio-Geography 12.Concept of Ecosystem 13.Biome, Bio-Diversity 14.Wetland Management 15.Environmental Economics-Resources 16.Environmental Quality 17.Sustainable Development

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

24

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	www.balurghatcollege.ac.in
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	www.balurghatcollege.ac.in

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2034

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1060

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

After periodic evaluation of the first year (HONS) students,2 months after their admission, two categories of students are found -advanced and slow learners, depending on their basic knowledge and

performance in these evaluations. As most of the students are first generation learners, Collegeuse to give special emphasis on their learning process and adaptability to the academic environment. To match up their compatibility different kinds of methodslike mock teaching, remedial classes, group discussions, interactive practical sessions, advanced learning by systematic seminars etc. are organized. For example, in mock teaching the advanced learners are asked to convey lectures on some particular topics and the slow learners are asked to upgrade their knowledge via interactive session after completion of the lecture. Collegeactively appreciate the advanced learners by providing them various reference books to dig deeper in the subject and encourage them to share their understanding and concepts with their classmates in the form of reverse classroom. Collegeencourages the slow learner students to do board work to make better understanding of the subject.To develop interest and confidence among students aboutthe subject,quiz andgroup discussions are arranged choosing various topics from syllabus. E-contents like power point presentation, flashcard, YouTube study videos and online animation are used to clear the doubts of the students whenever necessary. As most of the students come from Bengali medium schools, many of them face difficulties to follow English books and lectures. In remedial classes collegetry to provide study materials in Bengali to students so that they can quickly the concept.

During the ;last academic year, on campus classes were suspended due to covid19 pandemic. But that did not deter Balurghat College to organise Online classes and continue teaching learning process and continue evaluations. Online examinations were taken at the beginning of the semester, and students werer assesed as advanced learners and slow learners based on that test. Though it is difficult to organise remedial classes online, some doubt-clearing classes were taken for slow learners and special emphasis was given for their understanding.

File Description	Documents
Paste link for additional information	balurghatcollege.ac.in
Upload any additional information	View File

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

Number of Students	Number of Teachers
4471	**96**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Different department of Balurghat college arranges various student centric programmes that enable students to develop self confidence and rectify their mistakes. Departments follows mainly chalk-board lecture method,interactive method and participative method for holistic development of the students. Students actively participate in various extracurricular activities held in Balurghat College. Annual exhibition held regularly in the college premises and students are encouraged to perform different project works with socio-economical values and scientific outcomes. The topics were demonstrated by all the students using different charts, models and practical demonstration. During regular class hours, faculty members of various departments conductdebates and discussions where students are encouraged to come with different opinions and thoughts which pavethe way of arguments as well as a way of learning. In most of the classes topics are discussed briefly and problem solving methodology is used to check their understanding about the topic. In the practical classes the apparatus and instruments are used individually so that they can acquire the knowledge of handling these by themselves. The students regularly participate in the Youth Parliament Competitions organised by the Government of WestBengal, and achieve great success. Various cultural and academic competitions are also organized by which the students get the scope of participative learning. Along with exhibition, some departments organizeeducational and industrial visit in the nearby areas. The students get the opportunity to have a hands-on learning experience from the experts of the field of manufacturing industries.

The above mentioned activities are organised at regular basis, though during last year, COVID19 pandemic has prevented the HEI to organise on campus classes. Therefor field tours and participative learning could not be organised , but various assignments were given to students for enhancing their learning experiences regarding problem solving methodologies.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://www.balurghatcollege.ac.in/

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

As on campus classes were suspended due to COVID19 pandemic for 2020-2021 academic session, all the faculty members used ICT tools to take online classes during the year. A Central routine for online classes were formulated, and faculty members conducted the classes mostly using google meet platform. Orientation for both students and faculty members were conducted by IQAC for sensitising the above mentioned stakeholders about use of various ICT tools to conduct online classes. Faculty members kept record of online classes and submitted it to IQAC on regular basis. Besides google meet, Youtube video lectures, google classrooms, Microsoft Team, Cisco, Zoom etc were used by faculty members to conduct online classes. Various audio visual lectures were conducted with more ease compared to on campus classes.

In addition to this, faculty members uploaded study materials in the dedicated elearning portal at www.balurghatcollege.ac.in/elearning , where students had the access to material via specific login, and doubt-clearing options were also active in the e-learning portal.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

85

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

98

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

31

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

995

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

Presently in 2020-21 session for newly admitted students and students of semester III/IV in the U.G.courses CBCS system has been implemented in the college and is running fruitfully. In the non-CBCS system the students have to appear in the University Examinations as Part-III examinationat the end of 3rd year.As on campus classes were suspended due to COVID19 pandemic for 2020-2021 academic session, all the faculty members used ICT tools to take online internal examinations during this period.

In addition to University Examinations, various modes of internal evaluation including class tests areconducted in college before final (university) exams. The answer scripts are evaluated and discussed with the students in order to rectify their mistakes. The questions of tests are basically composed of a single chapter or total syllabus sometimes. The main purpose of these tests is to improve their day-to-day performance, to judge their knowledge and make them up to date and prepared for upcoming semester and final examinations and even all India based competitive examinations. The most encouraging outcome of these tests is the confidence gained by the students after each test. Even students with very poor fundamental knowledge showed big improvements after going through number of tests.

Individual student mentoring sessions are conducted. Interactive sessions between the three stake holders, the parents, students and teachers are organized using various online meeting sites in order to gain an in-depth knowledge about the students and their circumstances. Students found lagging either in attendance, marks or class performance are counselled in the presence of their guardians in order to identify the root cause of their problems and ways to rectify them. Students are encouraged in collaborative group work mentored by individual teachers. Due to covid-19 pandemic situation, following govt order, field project, educational excursion or study

tour and survey projects were not conducted during this time period. Whereas, extra online classes are taken in both theory and practical papers to fulfil the gap.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://www.balurghatcollege.ac.in/

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

The mechanism to deal with the examination related grievances is available at our Institution centrally. College authority always take necessary action through proper channel if any discrepancy happened in registration formation, admit card generation, subject combination of a student etc. After publication of result of University Examination, sometimes if any student become unsuccessful improperly or face any problem during examination then respective department try to advice proper way to pursue their grievances to the University with the help of Institution by measuring the trueness of the incident.

An integrated mechanism is in place at the Institution to deal with exam related grievances for internal assessment also. Doubt clearing sessions of the exams are in sync with the internal assessment processes, i.e. class tests and practical tests in the laboratories. Evaluated answer scripts had been discussed with the students. The respective faculty explains any problems or doubts that the student may have faced in answering the question paper. Class test questions and their similarities to various university questions are also highlighted during the discussion sessions.

The doubt and enquiries of the students regarding the pattern of optimal answers in the exams are clarified by the examiners. Teachers try to provide a broader understanding of the subject to the students by repeated discussion of the topics, giving home assignments, suggesting more books and online resources. If there is any tabulation related error in the assessment, corrections are duly made by the examiner and the corrected marks is departmentally posted against the name of the concerned student.

Parent teacher meetings are held and the parents are always welcome to discuss or redress any grievance regarding their wards with the teachers. In case the student suffers from psychological instability

or examination-phobia, the faculty members try to deal with the suffering students and their parents sympathetically.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.balurghatcollege.ac.in/

2.6 - Student Performance and Learning Outcomes

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

The prospectus of the institution provides all important and necessary information about all the programmes and courses along with the programme nomenclature, fee structure, hostel facilities and other relevant information. The college website displayed various programs with its objectives at the beginning of the session. The website of the college is very elaborate. The courses taught in the college, the facilities provided to the students and the teaching faculties available are given in the website.

The primary objective of our college is to communicate with the students by the faculty members at the beginning of the session. As Balurghat college is surrounded mainly by rural areas, students generally have a lack of information for the future prospects. Therefore, the Three Year Undergraduate in different subjects are prepared and teaches on a careeristic view point.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.balurghatcollege.ac.in/
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Balurghat College is an institution which is affiliated to University of Gourbanga. Curriculum of all the UG courses are governed by University of Gourbanga, though the college faculty members imparts their own acumen to design the curriculums in such a way that it benefits the students and prepare them for higher education as well as skill oriented features. All the programmes and

courses has specific outcomes that are clearly mentioned in the college website, and it is updated in every academic year, keeping track with constantly evolving society in relation with academic aspects.

PG programmes of Balurghat College are autonomous for last two academic years and in control of designing their own methods of evaluation of attainment of programme and course outcomes. Though the major evaluation method of UG programmes are designed by University of Gourbanga, Balurghat College exercise their own innovative way of evaluationg various POs and COs.

Examination Evaluation:Balurghat College conducts yearly TEST examinations which are held before their final university examinations. The answer scripts are returned to the students in timely fashion and questions of the Test Exams are discussed in detail in the class. University examinations are held at the end of each academic year , and based on the performance of the students on that examination, the evaluation of Pos and COs are determined. This year for online education process all kind of examinations were done through online mode.

Indirect Assessment:Programme and Course outcomes of various programmes and courses expects the students to develop capability of independent learning, civic responsibilities, public speaking, independent thinking, scientific acumen, laboratory skills, creative writing skills to name a few. Balurghat College has several methodologies to evaluate the attainment of these course outcomes by indirect methods of assessment such as co-curricular activities, cultural competitions, laboratory tests, group discussions, projects and field works, educational tours, and student exhibition-cum-competition. Balurghat College also organises a number of seminars and awareness programmes which helps the students to uplift their general awareness about the curriculum and get acquinted themselves to various challenges of higher education.

Assignments and Class Tests:Continuous Internal Evaluation is an integral part of evaluation process of attaining Programme and Course Outcomes. All the department has their own mechanism of conducting internal evaluation, mostly via class tests at regular intervals. Assignments and projects are given to the students to test their progress during regular academic sessions. These tests and assignments help them to prepare better for final examination and evaluation process which enhance their abilities to attain better outcomes.

Student Achievements and awards:Students of Balurghat College participate in various competitions in state and nation, such as Youth Parliament, Young scientist project competitions, science fairs, quiz competitions etc, and have been successful on many occasions.

The above mentioned activities are organised at regular basis, though during last year, COVID19 pandemic has prevented the HEI to organise on campus classes. Therefor field tours and participative learning could not be organised , but various assignments were given to students for enhancing their learning experiences regarding problem solving methodologies.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.balurghatcollege.ac.in/

2.6.3 - Pass percentage of Students during the year

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

1322

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.balurghatcollege.ac.in/

2.7 - Student Satisfaction Survey

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

http://www.balurghatcollege.ac.in/wp-content/uploads/2021/12/Feedback-of-students-and-action-taken-report-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

21.45

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.nbhm.dae.gov.in/

3.2 - Innovation Ecosystem

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

As the institute is situated in rural area, it is hard to develop incubation centres in this location. Transfer of knowledge occurs via classroom teaching and use of ICT tools. Various seminar, conferences , workshops also are organised for knowledge transfer pprocess. Extra curricular activities like Annual Exhibition provides an opportunity to faculty members to educate students on various projects and practical aspects of curriculum. Science departmental students develop many projects which adresses many environmental issues in the society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	www.balurghatcollege.ac.in/elearning

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

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

0

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

4

File Description	Documents
URL to the research page on HEI website	www.balurghatcollege.ac.in
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

13	

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The NSS, NCC and Women Development Cell of Balurghat college are actively involved in a wide range of extension activities which serve the local community and also provide holistic education to the students on different environmental and social issues, thus helping them to become responsible citizens of our country. These extension activities address different issues like health and hygiene, women empowerment and gender sensitization and green initiatives in which the students and staff participate enthusiastically. Due to Covid19 Pandemic that has caused total shut down of academic institutions across the nation as well as in WestBengal, it has been difficult and almost impossible to carry such activities in last one year. Yet Balurghat College organised an online Yoga event for students to make them aware about importance of Yoga in daily life, and how it can be practised to make one's mind stress free in these difficult times.

It is a programme of international collaboration with Ray Yoga stuio, Ontario Canada. Name of the programme was "Yoga-An art of being healthy" by Ray Yoga Studio, Toronto, Canada, for Students and Faculty members of Balurghat College

NSS Unit also organised distribution of mask, sanitizer among locl communities which are listed in the riteria 3.4.3 below

File Description	Documents
Paste link for additional information	www.balurghatcollege.ac.in
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

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

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

167

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

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Balurghat college founded on 8th September 1948 is one of the oldest college of North Bengal. Since its establishment it is continuously engaged in the upliftment of the educational status of the people of surrounding districts by providing eminent pedagogy. Starting as a seed, the college has grown up as a full grown tree. Currently it offers 20 undergraduate and 3 postgraduate programmes. The institute has adequate infrastructural facilities like 35 Classrooms, 18 laboratories, computer laboratories, departmental libraries and a well adequate central library for successful running the courses offered. There is also a smart classroom provided with internet facilities and smart board. There is another smart class room cum mini auditorium in the museum building The college has a medicinal plant garden maintained by the department of Botany and own zoological museum of department of zoology. The college has separate Boys and Girls Hostel for providing better accommodations to the outstation students. The hotels were closed most of the time due to covid 19 pandemic during 2020-2021 academic session. The college has its own playground for conducting annual sports. The central library has number of 32,354 books and 10 subscribed journals. The college has its own historical museum that contains a good number of archeological statues and objects and manuscripts with immense historical importance. The rich artifacts of the old age reflects the heritage and cultural richness of the area. The college is situated in the centre of the town in the east bank of the river Atreyi. It is well connected to the rest of the town. The college has 10.51 acre of campus area with an internal playground surrounded and shaded by plenty of trees and gardens. The college maintains ecofriendly environment in college premises but not allowing any automobile vehicle inside the college campus. It has separate bio degradable and non bio-degradable waste disposal and waste management system. The college is uttermost conscious about maintaining the learning environment. It has anti-ragging cell and students are regularly subjected to counseling about the adverse affects and consequences of ragging. We are also conscious about the gender equity. To maintain and raise awareness of hygiene among girl students the college has installed vending machine for easy acquisition of sanitary napkins.

All the classrooms, staffrooms amnd laboratories were thoroughly sanitised before the NAAC peer team visit on Febrauary 2021. The college authorities had made arrangements to keep the campus clean,

and covid19 protocols were maintained throughout the academic year.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.balurghatcollege.ac.in/

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

The College in addition to the academic activities keeps more emphasis on co-curricular and extracurricular activities. The college has campus playground of approx 2100 sq m. area for badminton, kabaddi, kho-kho, volleyball etc. Apart from this the college has another sports playground of approx 10,000 sq. m area outside the campus for outdoor games such as football, cricket etc. The institution encourages sports and games and provides funds liberally for creating efficient sports infrastructure. The institute also has all the required sports material in good condition. A store room for sports equipment and an office room for physical education. Regular sports activities are organized and the physical Education Department conducts Intra Collegiate and participates in DSA and DPI sports competitions regularly. The college has also organized DPI sports consecutively for 3 years (2015, 2016 and 2017). Sports persons receive encouragement from the management by way of additional coaching and sports gears. When they participate in intercollegiate Sports Meets, they get travelling allowance along with daily allowance. The college awards certificates, gold medals, shields, cash prizes to deserving sports persons to motivate them to greater pursuit of excellence. Commencement of Physical Education as General Course (Self Finance): 2016 onwards Indoor /outdoor facilities: Provision for carom boards and chess and other indoor games. To provide facilities for outdoor games the college has campus playground which is used as badminton court, volleyball court, Kho-Kho court, kabaddi court and cricket temporarily as required. The college has another playground outside the campus which is used for football, cricket and athletics activities. First Aid equipment also available to provide first aid to the injured. Sports equipments: Total number of Cricket bat and ball for coaching - 2 & 5. Total number of football, net & Jersey for coaching - 5, 2 & one set. Total number of volleyball and net for coaching - 2 & 2. Total number of carom board for playing - 2. Total number of Shuttle Cock, Racket & Net for Badminton - 10, 4 & 5.

New fitness equipments such as treadmil and cycling machine were acquired during 2020-2021 academic year. International Yoga Day Celebration The college has organized online programmes such as International Yoga Day on 21st June 2021 in collaboration with NSS unit , Balurghat college and National Sports day on 29th August 2020 in collaboration with IQAC. Cultural Activities: The following facilities are provided for cultural activities: This college strives to train students in various fine arts and improves their expressive ability. The college owns musical instruments such as Harmonium, Tabla, Pad, etc., for the use of students. The teachers of this college train and motivate students to participate in cultural events. Cultural activities are performed during the College Annual Cultural Festivals & Departmental Exhibition, Independence Day, Republic Day celebrations, College Foundation Day, International Mother Language Day, Rabindra Smaran, Sanskrit Day Observation, Geography Day Observation etc.But due to covid 19 pandemic physical presence of students were not allowed in the college. Therefore, some of the cultural activities were conducted online for the academic session 2020-2021.

Department of Bengali organised programmes commemorating birth and death anniversaries of Rabindranath Tagore.in month of May and August 2021 respectively in collaboration with eminent personalities from Bangladesh.

Department of Physics organised Freshers welcome and celebration of birth anniversary of Hermann Minkowski.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	www.balurghatcollege.ac.in

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

2

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.balurghatcollege.ac.in/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

35.146

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

The Balurghat College Central Library customizes KOHA, integrated Library Management Open Source Software 18.11.06.000 version which is highly secure, efficient and completely browser based system which can be accessed from anywhere in the world over web. It ensures minimum paper usage in our library with major LMS standards. Earlier in 2004 due to lack of upgradation, customization and proper training, the LIBSYS software became irrelevant at this library. It is fully compatible with the latest browsers like 'Internet Explorer' or Firefox, Google Chrome. The fully automated and 24x7 access to the server with 99.9% uptime assurance. It has 24x7x365 OPAC search facility. There is the provision of upload and hosting of question papers, theses etc and image galleries on OPAC.

Name of the Software -KOHA

```
Version -18.11.06.000

Date of Installation -29.07.2019

Date of renewal- 20.06.2021

Nature of Automation- Partially Automated
```

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://www.balurghatcollege.ac.in/

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

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6.46
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File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

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

177

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

With the growth of the Balurghat College it is imperative to develop the infrastructure especially in IT field as technology is the backbone of any college. The college has upgraded its IT facilities in these years. The entire campus is covered under Wi-Fi connection provided by Alliance Broadband. There are 11separate Wi-Fi login, and the passwords are shared with teachers and students for free access to the internet. Most of the departments are provided with laptops and desktops and few with scanners and printers. All the departments have shared LAN internet facilities provided by ROUTERS. Total number of LAN connections in the college is 11. The bandwidth and software are regularly updated according to the demand of the departments. providing login facilities to various e-resources like INFLIBNET to all thefaculty and students.

Mr. Saikat Ghosh faculty of computer science has been apointed as designated system administrator of Balurghat college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.balurghatcollege.ac.in/

4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

74.4

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

To maintain the academic and infrastructural facilities the college has well organized system that coordinates different units that individually operated. The finance committee approves the budget for this purpose in the beginning of the session. The governing body approves the budget or any major expense made for any such facility. The maintenance process is described below- 1.Maintenance of academic facilities- The departmental heads or the teachers of the

respective departments place the requisitions for all academic requirements like reference books and journals, organizing special seminars, lectures, developing study materials, or workshops, in writing mentioning the approximate budget. The requisitions are placed in the meeting of the governing body, finance committee, library committee or any other relevant committee. For bulk purchase tender call is invited and small purchase is done from the local vendor strictly following the government's financial rules.The library committee is constituted of several faculty members of various departments. According to the budgetary provisions or available funds the committee takes decisions regarding the departmental allotment, mode of purchase, and maintenance of the existing books. The departments prepare budget for organising seminars, workshops, special lectures etc, and requisitions are placed. The estimation is done for maximum output in minimum expenditure. All the laboratory-based departments have budgetary provisions. The requisitions are placed by the departmental teachers. The non teaching staff recruited by the college maintains the laboratories. 1.Maintenance of physical facilities: To maintain the physical facilities all the departments and constituent units of the college are coordinated by the office. Maintenance on the part of electricity, plumbing, laboratory machineries, computers, the office arranges everything according to the demands raised by the departments and the other units along with the regular cleaning of the laboratories and classrooms. a. Carpentry- The wooden furnitures like benches and desks of class and office rooms are well maintained. For minor repairing local carpenters are called at market rates through appropriate way. b. Plumbing- Maintenance of the water supply to different departments and laboratories is done on call basis when necessary. For minor repairing local plumbers are appointed as per market rates through the appropriate way. c. Civil works- The physical status of building is regularly monitored by appropriate authority. All repairworks of the building are also done through appropriate tender. d. Gardening: The medicinal plant garden is maintained by the department of Botany. The other gardens are maintained by the students of the NSS and NCC units. Local labourers are often hired when required at market rates. e. Campus and classroom cleaning: There are 2 appointed permanent sweepers for regular cleaning. f. IT infrastructure: For the maintenance of the IT infrastructure (Wi-Fi, computers etc) the college has appointed local vendors named Office Solutions, Balurghat. g. Electricity: A permanent electrician cum care taker takes care of electric lines and wares as well as electrical goods. The college also has separate generator room to provide continuous power supply. h. College website: The college website is regularly maintained and updated by Skillhut enterprise.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.balurghatcollege.ac.in/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1088

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

197

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

197

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

9 3

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

8

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

5.3 - Student Participation and Activities

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

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

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

Student Council in Balurghat College is a very active one and they have specific set of committees who look after student's needs during the academic year starting from the admission process.

Student council organizes several functions during the academic year including fresher's welcome, social programme, teacher student cricket match during College foundation day (8th September), Saraswati Puja, Annual College sports. 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. Students Council organisesStudent's Exhibition and Cultural Competition for students during month of January-February. General Secretary of the Students council ispart of the administrative bodythat isin charge for conducting the exhibition and cultural competitions which also included faculty members. Various members of student's council were also in charge of separate cultural competitions where they assisted faculty members to conduct the competitions. Members of Student's Council also represent in Library Committee and IQAC. Members of student council help to circulate class routine among the students. Student council also helps students to attain required amount of attendance in class, and promote awareness among the students about importance of attending classes.

Due to covid19 pandemic, in campus activities were prohibited by students for most of the time. Student union has conducted several informal sessions with students and made them aware about maintainenace of COVID19 protocols.

File Description	Documents
Paste link for additional information	http://www.balurghatcollege.ac.in/about/administration/governing-body/
Upload any additional information	View File

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

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

188

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The 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.

The College has an Alumni Association which was established in the year 2004. The main objective of the Association is to bridge the gap between the college and the alumni. The association aims to link the alumni to the institution, to develop strategic plans and to support the college to achieve its vision and to enable the institute to add value to all its stakeholders. Due to some unavoidable circumstances the functions of that association from 2006 onwards was not recorded. The association was rejuvenated on 24th January, 2016 by holding an Annual General Meeting.

Alumni association meetings take place generally thrice in a year in whichfuture plans are discussed. The alumni have highlighted the necessity for arranging smart class room for the students to make education attractive & lively. The association also emphasized the installation of sanitary napkin vending machine for the girl students, ramp for the physically handicapped students. In collaboration with the alumni association, the faculty of the college organizes cultural programmes where the former faculty members and other alumni members participate actively. The alumnus often take classes as andwhen college feelsnecessary. Workshop on literature (Bengali) is also organized by the alumni. Some of the alumniactively participatesin social services with creative activities for rural area kids. These activities are quite

motivational and create enthusiasm among children. Former faculty used to take classes in both UG&PG level. They have donated books & journals to the students for the academic development. Former faculty members are called for their valuable suggestions as and when the college requires their help.

COVID19 pandemic has restricted movement and physical assembly of alumni members . Keeping that in mind, alumni association has contributed in the following areas:

- Distribution of mask among common people
- Sanitisation of the adopted village Malancha and its surroundings
- Alumni also created a delegation team which met with the NAAC peer team during the 19-20 February 2021 visit.

File Description	Documents
Paste link for additional information	http://www.balurghatcollegealumni.org/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

A Tryst with Destiny" Balurghat College is one of the oldest Govt. sponsored college which began its journey towards excellence since 8thSeptember 1948. The College was an intermediate liable arts college, with 96 students in the tinsheds of the Balurghat high school, under the Calcutta University on the initiative of the large hearted educationists of the town who took regular classes in the afternoon. In 1949, the college was shifted to the present site in the vacant muslim hostel of Balurghat high school along with its land that was purchased by the college at a cost of Rupees forty thousand only. In 1950, the college was recognized by the UGC and

supported by the West Bengal Government as an aided college. Since 1950, the intermediate Science classes started, in 1953, B.A (Pass), in 1956, B.Sc (Pass), in 1964, evening B.Com and in 1972 evening part time B. Ed classes were opened in succession. Later on Evening B.Com started with the Govt. decision. North Bengal University accepted the college as a constituent College in the September 1963. Presently the college is affiliated under the Under the University of Gour Banga from the academic year 2008-2009. Our Vision "Quest for Excellence" Balurghat College, West Bengal, envisions a life-oriented education that empowers the students through a humanizing and liberating process, to be agents of transformation and development at different levels of life. Enabled and empowered, they respond pro-actively to concerns and conflicts inherent in today's reality, especially those of women and persons who are unable to exercise their freedom to be human, and work for the integrity of creation. Our Mission "Empowering through Education" To promote a value based education. To contribute to the transformation of society through being socially conscious and responsible. To promote inter-cultural and inter-religious harmony and concern for the human family. To facilitate leadership among the students enabling them to proactively involve themselves in social liberation. To provide quality, integral, vocational and career oriented education and create a climate for human and educational excellence. As a reflective measure of effective leadership, teachers are given due representation in the following decision-making bodies: Governing Body Internal Quality Assurance Cell (IQAC) Standing Committee on Academic affairs

Board of Studies Finance Committee Anti Ragging Committee Students' Grievance Redressal Cell Women Development Cell Research Co-ordination Committee Library Advisory Committee Examination Committee Admission Cell Canteen Committee Hostel Committee Website Committee Governing Body is the main decision making statutory body, and planning are properly executed by the Principal. For effective application of the decisions regarding academic and co-curricular activities, decentralization of governance is done, and participative management with inclusion of various stakeholders ensures smooth running of the institution. The Institution is committed to life-skill orientated teaching among students from economically backward classes and make them self-sufficient for employment purpose in future.

File Description	Documents
Paste link for additional information	http://www.balurghatcollege.ac.in/about/administration/administrative-committees/
Upload any additional information	View File

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

The College promotes the culture of decentralization in the processes of Academics and Administration as adopted by the management. The Governing Body is the apex body of the institution is formed as per the statute of the University of Gour Banga.. Principal of the college is the Secretary of the Governing Body. President of the Governing Body is selected by the Government of West Bengal. Policy matters and all important decisions are taken by the Governing Body regarding academic and administrative affairs. Besides the governing body, the college has Bursar, Secretary of the Teachers' Council who are entitled to play vital role in framing the policies as well as governance.

Implementation of polices regarding academic matters are monitored by IQAC. It takes decisions related to curricular, co-curricular and extra-curricular activities. This decentralization has resulted in increasing the overall quality and effectiveness of the system and at the same time empowering and strengthening the capacities of the various branches of administration.

Meetings are held regularly with the stakeholders. The college strives towards excellence by taking in the suggestions and opinions of the people associated with it. The best way of having an inclusive decision is to collect feedback from them.

It has been difficult period for last 2 years due to Covid 19 pandemic situation to conduct various activities of the college. Most of the meetings and decentralisation process has to be done via online mode. Various meetings has ben conducted regarding university examinations, NAAC peer team visit, and various duties were distributed among faculty and staaff members during the year.

File Description	Documents
Paste link for additional information	http://www.balurghatcollege.ac.in/about/administration/administrative-committees/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategy Plan: The College Authority decided to execute the plan of digitizing of administration at many levels which mainly includes Admission, Maintenance of Fee records and Accounts, Examination, College Website and Wifi zone. Each component of administrative process was digitalized with micro planning and thorough consistent testing procedures. The Action Plan: The Digitization of Administration would bring about transparency in the whole system 1.Admission: The Online Admission System through web tendering process has been introduced by the College by the Government of West Bengal and guided by the rules and regulations of the University of Gour Banga. The College has a separate Online Admission Committee, in addition with Academic Sub Committee to co-ordinate the admission process. This enables to identify the requirements for every academic session. The Database is further used in issuing identity cards, library cards, application for scholarships and eligibility. The online system ensures ready availability of data regarding the admission procedure, vacancy seats, College regulations etc to the prospective candidates. The implementation of this system enables to optimize its efficiency through real-time monitoring. 1.Fee Records: The data collected during the online admission process is used as the database in maintaining the fee records and disbursement of scholarships from various agencies. 2.Maintenance of Accounts: The Office of the College mostly uses Tally software for maintenance of books of Accounts. 3.Examination: The filling up of examination is online and college provides necessary facility for the same as introduced by the Government of West Bengal and guided by the rules and regulations of the UGB. The database is used for generation of hall tickets in the college. 4.Website: The College has a dynamic website with a unique feature of providing administrative access to all the departments. The updates and announcements are made on regular basis. The website provides with all the necessary information regarding the current notice, seminars, examinations, recruitments etc. 5.Wi-Fi: The College campus has secure Wi-Fi enabled with speed of 54 mbps. Students and staff are given an

option of getting a secure Wi-Fi connection on their laptops, tablets or smart phones. This can be accessed from all the classrooms, laboratories and departments. Inter and Intra-Departmental communications is extensively possible through emails and Whatsapp Groups. 6. During Covid19 Pandemic, the college website is used to circulate various informations regarding Covid19 disease and measures required for its prevention. Vaccination data for students and faculty members, and notice for vaccination in college campus also been circulated via website.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	www.balurghatcollege.ac.in
Upload any additional information	View File

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

The Governing Body of the College is the apex body in the administration of the College which works in a close co-operation with the Principal as the Head of the Institution. The Principal regulates and maintains a congenial relationship with the Teaching and Non-Teaching staff members to create an efficient academic environment within the institution. All major policy decisions like the recruitment of the Principal, Bursar, teaching and non-teaching staff, sanctioning leave to all stakeholders, adopting major financial policies, taking disciplinary actions are taken by the Governing Body following the usual rules and regulations of the Government of west Bengal. The college follows all the rules and regulations of the UGC, the NCTE, the Department of Higher Education, Science and Technology and Biotechnology, Govt. of West Bengal, and the affiliating university, viz., The University of Gour Banga. In the context of the college administration, the Governing Body takes the leadership role in decision making process. The Governing body of the college consists of: 1. President (Selected by the Govt.) 2. Principal (Secretary, Ex- officio) 3. Govt. Nominee-01(One) 4. University Nominee -01(One) 5. Teachers' Representative-03(Three) 6. Non- teaching Staff Representative- 01 (One) 7. General Secretary of Students Union (Ex-officio) -01(One) The Governing Body forms different sub-committees which help to execute the academic and administrative plans and policies smoothly. They are viz, 1.IQAC Cell 2.NAAC Committee 3.Planning Board Sub-

Committee 4.Academic Sub-Committee 5.Admission Sub-Committee
6.Library Sub-Committee 7.Routine Sub-Committee 8.Examination
Committee 9.Student's support and Progression 10.Backward
Cell/Remedial Coaching Sub-Committee 11.Research Project Expert
Committee 12.Cultural and Cultural-competition Sub-Committee
13.Parent Teacher Association 14.Service Book and Pension Sub-
Committee 15.NSS 16.NCC 17.Sports Sub-committee 18.Career and
Placement Cell 19.Canteen Sub-committee 20.College Website Sub-
Committee 21.Hostel Welfare Committee 22.Finance Committee
23.Building Committee 24.UGC Committee 25.Anti-ragging Committee
26.ICT sub committee 27.CAS Sub-Committee 28.Women Development Cell
29.College Magazine Sub-Committee 30.Youth Parliament Sub-Committee
31.Grievance Redressal Cell 32.Excursion Sub-Committee

File Description	Documents
Paste link for additional information	http://www.balurghatcollege.ac.in/
Link to Organogram of the institution webpage	http://balurghatcollege.ac.in/naacdocs/glm6.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

In 1987, for the benefit of the employees (both teaching and non-

teaching staff) of Balurghat College, an employee's co-operative Credit Society viz. Balurghat College Employees co-operative Credit Society Ltd. was found. Almost all the teaching and non-teaching staffs are its members. The management of this committee is elected by the members on Annual General Meeting (AGM). The executive committee functions for five years and works under the aegis of Governing Body, Balurghat College. The executivecommittee is liable to the whole body of the cooperative Society and is bound to present the Audited Accounts before the members on AGM. Since its inception, it is taking loans from Dakshin Dinajpur Central Co-operative Bank and distributing among the members. Besides, the cooperative has been abled to generate its own fund by the shares of all members. The Co-operative is successfully running since its inception. It has never seen NPA (Non Performing Assets). For its best performance over the years, Balurghat College has been awarded 'Samabay Ratna'(Cooperative Jewel) by the Govt. of West Bengal in 2018. The female staff members enjoy maternity leave of six months as per Govt. rule. The faculty members are also provided with special leave for availing of fellowships and completing Ph.D thesis. Non-teaching Staffs and Govt. Approved Part Time Teachers enjoy a special health scheme by Govt. of WestBengal named Swasthya Sathi.

During the Covid19 Pandemic, the college cooperative society tried its best to help its members financially and socially, in these difficult times. The accounts section and Bursar has made sure that even though physical presence of staffs in the institution was prohibited, all monetary matters, salaries, pay fixations, pay commission implementations are all in place at the right time.

File Description	Documents
Paste link for additional information	http://balurghatcollege.ac.in/naacdocs/glm3.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

10

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

API score and career advancement is done according to latest UGC Guidelines, in collaboration with Dept. of Higher Education, Govt of Westbengal. IQAC verifies the documents and forward the applications to proper suthority for appraisal and career advancement procedures. Professors undertake various career advancement schemes including seminars, workshops, administrative duties, examination related duties for career advancement. Institution, being a govt aided one, and being governed by UGC rules, and rules ofDept. of Higher Education, Govt of Westbengal, cannot design its own appraisal system separately. But the College has its own mechanism for collecting data from all faculties to fillup the AQAR data, through which it keeps records of all the development of faculty and staff members during the year

File Description	Documents
Paste link for additional information	www.balurghatcollege.ac.in
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Audit preparations are done by college management, in consultation with Bursar and Accountat. External Audit is done in regular basis at the college. The day-to-day checking of college books of accounts and financial statement is made by the Bursar appointed by the

Governing Body (GB) of the college. On behalf of the College, Bursar conducts an internal audit of book of accounts. At the end of each financial year, the complete financial statement of the college is audited by a registered Audit and Accounts Form. Further, this is also mentioned that the self-financed courses along with the PG courses of different departments have separate internal audit system. The statement of accounts of these departments is also audited by the respective External Auditor. 209-2020 Audit is completed, though the process has been delayed due to COVID19 pandemic. External Audit is done by Director of Public Instruction, Govt. of WestBengal

File Description	Documents
Paste link for additional information	www.balurghatcollege.ac.in
Upload any additional information	View File

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

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

Nil

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institution follows transparency and democracy in the entire procedure of mobilization and utilization of funds. Apart from regular grants from the Govt. of West Bengal and U.G.C. grants, the College has been abled to get funds from persons, trusts, M.P-LAD, Zilla-Parishad, Uttar Banga Unnayanan Parsad, West Bengal College and University Teachers Association, N.R.I.'s. The institution also encourages faculty members to submit major and minor research projects for obtaining grants and funding from various funding

agencies such as D.B.T, D.S.T etc. The insitutution regularly encourages and motivates the reputed and established alumni to generously contribute for overall development of the college. Once the funds are mobilized, adequate measures are taken for utilization of the same. The Finance Committeee or the Building Committee initiates tender process (e-tender) with the concurrence of the Governing Body. Various committees and Sub-Committees as required get involved in executing the work as per the proposal submitted and sanctioned. The teacher members and non-teaching members of all these Committees vigil when the work is undertaken by the execution authorities like PWD/ Municipality /Contractors etc. For all kinds of work, the College strictly adheres to the financial rules of the Govt. of West Bengal as well as the Govt. of India. The mobilization and utilization of funds are audited regularly by the internal auditors i.e. the Bursar of the College at the institutional level.

Though due to Covid19 Pandemic, not much activity is observed in this front for past academic year.

File Description	Documents
Paste link for additional information	www.balurghatcollege.ac.in
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

2020-2021 has been a difficult year for academic institutions in India, as most of the institutions were closed for regular academic activities as physical presence of the stakeholders were not allowed in the campus. However, that did not deter Balurghat College to continue its academic activities. IQAC , Balurghat College has adopted several innovative new ideas so that academics does not suffer. This included starting e-learning portal, online classes, online administrative meetings and professional development programmes, connecting with community and conducting awareness ctivities regarding COVID-19, etc.

IQAC along with various departments has organised online programmes such as National Sports day, Yoga workshop, Intenrational women's day etc. In collaboration with Dept of Bengali, and Placement cell, a month long workshop programme wa organised where scholars from various institutions has taught students regarding preparation for

NET/SET examinations.

File Description	Documents
Paste link for additional information	www.balurghatcollege.ac.in
Upload any additional information	View File

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

IQAC is dedicated to create a congenial atmosphere in the college for teaching learning process, for both faculty members and students. A number of students in Balurghat College come from economically and academically challenging backgrounds, and lot of the students are first generation learners. So it is always been a challenging prospective for the faculty members to educate the students in proper fashion, and instill the encouragement regarding education among the students. IQAC reviews various methodologies adopted by the faculty members from time to time, to ensure the best possible learning outcome for the students, and also rejuvenate the teaching learning process that can incorporate new ideas and technologies.

In the last academic year , due to Covid19 pandemic situations, the teaching learning techniques around the globe has taken a paradigm shift towards online modes, IQAC, Balurghat College has taken several initiatives to combat this new mode of teaching effectively. IQAC has conducted various orientation programmes among faculty members, and students to make them aware about various online platfroms where class can be conducted such as Google Meet, Microsoft Teams, Cisco Web etc. The College has designed a routine for conducting online classes during the academic year, and IQAC has kept a detailed record for all the online classes and ttendance of students during these classes. All the faculty members sent their class records to IQAC everyweek.

Various departments also conducted internall assessment examinations via online mode and sent record of the same to IQAC.

File Description	Documents
Paste link for additional information	www.balurghatcollege.ac.in
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.balurghatcollege.ac.in/naac/iqac-minutes-and-notices/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Due to Covid19 Pandemic, it was not possible to hold many programmes during the year. Yet the Institution made sure it made the gender equity issue a prominent one among the stakeholders. The girls common room, and vending machine for sanitary napkins were well in order. Women Development Cell organised a webinar on 8th Marh, 2021 on Inernational Women's day entitled " Role of Women in Global Leadership, where guest speaker Dr. Aditi Dasgupta of Sailajananda Smriti Falguni Mahavidyalaya of Birbhum sppoke in details about how women in society can take leadership roles, and be at par with men. Dr. Beauty Das and Dr. Laxmi Pahan were among other speakers.

Secutiy guards, and women administrative staff in college office assisted women in any need and made sure the campus is a safe and secure place for women.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The College enhances the effort to keep the Campus Clean and Green with proper management of waste thereby encouraging everyone to be aware with the materials they use. To maintain the cleanliness within the Campus different ways are utilized which strengthens the eco-friendly environment within the college premises. Solid waste management · The huge volume of waste is managed meticulously every day. Coloured Dustbins are kept at specific places in and around the Campus. The accumulated solid-waste and organic waste materials are dumped in the dustbin which is collected by the municipality workers of the ward on the regular basis. · Dry waste products are left to decompose systematically over a period of time and the garden waste products are often burnt and disposed. This is used as manure for

the trees planted in the garden maintainedby the Department of Botany. · The campus is addressed as "Plastic free zone" which limits the amount of waste being generated within the campus. Liquid waste management · The liquid wastes generated from the laboratories of the science departments are disposed through proper channel i.e. they follow proper waste management and waste disposal protocols. · Waste water from hostels is used for kitchen gardening. E-waste management ·All the E-waste like non-working laboratory equipments, computers, printers, monitors etc are sold as scrap materials to the vendors for recycling. This is done in a systematic basis thereby following the rules of the Purchasing Committee. · The obsolete items are ruled out of the stock register for the future records which ensure safe recycling. If some of the parts can be used in other systems, then they are kept for future use.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Balurghat College always promotes harmony and inclusiveness in its approach and curriculum. It organises programmes that reflects social harmony, cultural inclusiveness and regional aspects of the society. Independence day, Republic day, International Mother language day, International Women's day, National Sports day, birth and death anniversaries of famous personalities are celebrated in the college.

Students of Balurghat College comes from a diverse socioeconomic background, and college takes initiative to create an environment which is inclusive to people from all strata of socio-economy. College provides and arranges for various scholarship schemes that enables students from poor economic background to continue higher study at the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Due to COVI19 pandemic, it was not possible to conduct sensitization programmes in college regarding values, rights, duties and responsibilites. However, Balurghat College always sensitises its students regarding their responsibilities as citizen. College has

organised programmes, and uploaded necessary informations on its website regarding issues related to Covid 19, how to tackle mental health problems during pandemic. College maintained strict COVID19 protocols following UGC, Govt of India and Govt. of WestBengal guidelines while conducting examinations for final year students. Students are always sensitised regarding their conduct and behaviour during covid19 pandemic, and advised to play proper role in controlling the pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	www.balurghatcollege.ac.in
Any other relevant information	http://www.balurghatcollege.ac.in/wp-content/uploads/2020/05/Public-Notice-Redressal-of-Grievances-Related-to-COVID-19-Pan.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

India is a country with cultural diversity and vivid festivals are celebrated within the country. To maintain the ideals of our rich heritage, the institution celebrates the national festivals and the birth /death anniversaries of the great personalities to inculcate the sense of unity, harmony and secularism among the students.

All the faculty members celebrate the "Durga Puja" which is a big festival in West Bengal, after the puja recess through handshakes to mark a fresh beginning with love and bliss. Independence Day and Republic Day are celebrated in a grand manner in the college where the National flag is hoisted by the Principal of the College, the N.C.C units perform parade. All the faculty members, administrative staff members and students join the event which make the understanding the meaning about the day and make them grow as responsible citizens. The birth/death anniversaries of the great Indian personalities like Netaji Subhas Chandra Bose, Mahatma Gandhi, Dr. B.R. Ambedkar, are observed in the College with huge respect. The students from all the departments celebrate the birthday of Dr. Sarvapalli Radhakrishnan i.e. 5th September as Teachers' Day. The College celebrates the birth/death anniversary of Rabindranath Tagore every year with huge respect to mark a tribute for the icon through cultural programmes where the students perform dance, song, recitation etc.

But, since last year the institution was closed for physical activities and events like those mentioned above due to Covid19 Pandemic, it was not possible to organise events in the last academic year elaborately. Some of the events that has been organised are Independence day, Republic Day, World Environment day. Webinar was held to celebrate the birth annniversary of Rabindranath Tagore.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice-I

Maintenance of eco-friendly campus by making the whole campus tobacco free and plastic free zone

Objectives:

- To make aware and prevent the use of tobacco among young generations of Balurghat College.
- To increase public awareness around Balurghat on the consequences of Plastic use.

Context:

Irrespective of the remote location of our campus, our institution is proud to have a vast eco-friendly campus. The main purpose is to create a plastic free zone and similarly tobacco free zone to enhance health awareness among the students.

Practice:

- To make the college campus tobacco free zone, The NSS unit of Balurghat College along with the Health Dept. of Dakshin Dinajpur district organizes awareness camps. Also, to promote health awareness, various small posters are displayed all over the college campus to prevent tobacco consumption. During the NAAC peer team visit on 19-20 February, 2021, the peer team members applauded college's effort regarding making the campus tobacco free zone. They also appreciated college's effort of minimising plastic use in the campus.
- To make the college plastic free zone, the NSS unit of Balurghat College along with the Chemistry Dept. of Balurghat College organizes a special talk regarding plastic free awareness. Also, to promote environmental consciousness, more dustbins are provided in the college campusfor the disposal of plastics and other solid wastages.

Evidence of Success:

There was large participation of students in plastic free awareness program which clearly indicated the arising sensitivity towards healthy environment of college campus.

Problems encountered and resource required:

Use of separate dustbins for disposing bio-degradable and non bio-degradable waste is of urgent need.

Best Practice-II

COVID19 Pandemic-awareness Program and Online classes following central routine

Objectives:

- To promote awareness among all stakeholders regarding COVID19 and its affects
- Promoting community engagement and developing a sense of social responsibility among stakeholdersthrough awareness programme.

Context:

- This practice allows the students to be aware of the importance of healthy lifestyle, maintain social distancing, use of proper sanitisation
- Motivate them to raise community awareness among backward class people for keeping them safe from SARS COV2 Virus

The Practice:

The institution has conducted several online programmes regarding COVID19 awareness, and constantly reminded its stakeholders for following COVID19 protocol. Balurghat College formulated a central routine for conducting online classes for both UG and PG section, and during the classes, all faculty members had also sensitised all the students regarding COVID19 pandemic, its effects,and how to follow covid19 protocols to combat the pandemic.

In science classes, details regarding the virus and its mode of action were discussed, and students became aware regarding chemistry and biology behind SARS COV 2, effect of sanitisation on virus, and how social distancing and wearing masks help people combat the virus .

College was sanitised several times, several posters regarding COVID19 protocols were displayed throughout the campus. Disposable masks were distributed among staff members who did not wear masks while entering the campus before and during NAAC peer team visit, and during other official works including examinations. Sanitiser

bottles were kept at various places in the campus. Temperature of every person entering campus were checked, and sanitisers were provided at the point of entry.

Evidence of Success:

This unique practice has created considerable impact in the psyche of the students and helped them to maintain proper COVID19 protocol during pandemic. No student or staff member entered the college with any health related issues, and no stakeholder were affected by COVID19 while they visited the campus. Online classes were conducted regularly which reflected in the results of the students.

Problems Encountered and Resources Required:

- Sanitiser spray, masks, thermal guns were required during the process
- Data connection were poor in some remote places of the villages, which sometimes hampered students for attending online classes and awareness programmes.

File Description	Documents
Best practices in the Institutional website	www.balurghatcollege.ac.in
Any other relevant information	http://www.balurghatcollege.ac.in/wp-content/uploads/2020/08/Provisional-Class-Routine-Science_2020-2021.pdf

7.3 - Institutional Distinctiveness

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

Effective curriculum delivery to students of all socioeconomic background and demographics

Balurghat College is committed for effective curriculum delivery to its students, and takes utmost care in completing the syllabus in the classroom. Last academic session has been difficult, as on campus classes were suspended. However college authority in collaboration with IQAC and routine committee has designed routine for online classes, catering to the requirement of class distribution as per CBCS syllabus, and online classes were regularly taken for the whole academic year. Website designer of Balurghat

college has also developed an e-portal
(www.balurghatcollege.ac.in/elearning) where faculty members
uploaded study materials, video lectures , assignments. Each student
can login with individual id, access the study materials, and
interact with the specific faculty via question-answer portal inside
their account.This enabled proper curriculum delivery even to those
students who did not have good internet connection and could not
connect to online classes.

Most of the online classes were conducted via google meet, although
some classes were taken using CISCO and microsoft teams. Faculty
members filled up a proforma at the end of each week, and enlisted
the details of online class taken regularly and attached the student
attendance, and emailed to IQAC. IQAC kept detailed record of all
the online classes. All the concerned stakeholders including
students and guardians were extremely satisfied with the online
classes taken at Balurghat College.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

Plans for 2021-2022 Academic year

Balurghat College is committed to provide highest quality academic
and experiential learning environment to its students. All the
faculty and staff members are actively engaged in designing and
executing effective curriculum delivery to the students, and also
create an environment where the students can develop ethics, human
values and social responsibilities. Keeping all this in mind,
following plans have been designed for the academic session
2021-2022, provided the in campus activites are permitted by state
and central government.

1. Organising orientation programme for students regarding
   various facilities available at the college.
2. Strengthen internet connectivity and WiFi facility around the
   campus.
3. Restructure college website to make it more user friendly.
4. Provide more experiential learning to students, wherever
   possible, in accordance with National Education Policy 2020.
5. Organise Career Counselling programmes and provide guidance

for competitive examinations.

6. Organise certificate courses/enrichment programme for students keeping higher education beyond post-graduation in mind.

7. Organise reunion for alumni association, and involve alumni members in overall development of the college, in greater capacity.

8. Update the library management system, complete the digitisation of books and renew membership of INFLIBNET.

9. Purchase books in accordance with current CBCS syllabus.

10. Organise blood donation camps, awareness programmes regarding COVID19 protocols by NSS units.

11. Organise seminars and sensitisation programmes regarding various employment opportunities in Indian defence services and civil services.

12. Organise various cultural competitions like debate, extempore, recitation, quiz, drawing , poster competition etc., to inculcate various talents among the students.

13. Organise various research based lectures for students and faculty members, and facilitate more interdisciplinary collaboration.

14. Organise inter-departmental lectures for students in subjects that can be covered by multiple departments.

15. Connect with local schools and society by various academic outreach programmes