BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH

5/3 M.G. ROAD, HOWRAH-711101

www.bkgc.org email: bkgc_howrah@yahoo.com +913326412341

The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

Part – A

1. Details of the Institution

1.1 Name of the Institution	BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH
1.2 Address Line 1	5/3, M.G. ROAD, HOWRAH-711101, WEST BENGAL
Address Line 2	------
City/Town	HOWRAH
State	WEST BENGAL
Pin Code	711101
Institution e-mail address	bkgc_howrah@yahoo.com
Contact Nos.	+91 33-26414877/ 03326412341
Name of the Head of the Institution:	DR. RUMA BHATTACHARYYA
Tel. No. with STD Code:	+91-33-26412341
Mobile:	+919830035831
Name of the IQAC Co-ordinator:	SWETA GUHA
Mobile:	+919830014223

IQAC e-mail address: iqacbkgc@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)__WBCOGN12472_____

1.4 **NAAC Executive Committee No. & Date:** EC(SC)/15/A&A/18.2 dated 25th May, 2016

(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: www.bkgc.org

Web-link of the AQAR: http://bkgc.org/wp-content/uploads/2016/09/AQAR-2016-17.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	NA	2005	2010
2	2nd Cycle	B	2.82	2016	2021
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 11/09/2005

1.8 AQAR for the year *(for example 2010-11)* 2016-17

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

i. AQAR __2015-16 on 21/09/2016_(Post NAAC Accreditation)- (DD/MM/YYYY)
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ✓ Central ☐ Deemed ☐ Private ☐

Affiliated College	Yes	✓	No	
Constituent College	Yes		No	✓
Autonomous college of UGC	Yes		No	✓
Regulatory Agency approved Institution	Yes	✓	No	

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education		Men		Women	✓	
	Urban	✓	Rural		Tribal		
Financial Status	Grant-in-aid	✓	UGC 2(f)	✓	UGC 12B	✓	
	Grant-in-aid + Self Financing		Totally Self-financing				

1.11 Type of Faculty/Programme

Arts	✓	Science	✓	Commerce	✓	Law		PEI (Phys Edu)	
TEI (Edu)		Engineering		Health Science		Management			

Others (Specify)

Post Graduate in
• Geography,
• Philosophy,
• Sanskrit,
• Bengali &
• Commerce
B.Ed &
Research Facilties available in Dept. of Mathematics, Commerce

1.12 Name of the Affiliating University *(for the Colleges)* University of Calcutta

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

Autonomy by State/Central Govt. / University			
University with Potential for Excellence		UGC-CPE	✓
DST Star Scheme		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	

UGC-Innovative PG programmes | | Any other (*Specify*) |

UGC-COP Programmes |

2. IQAC Composition and Activities

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	06
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	21
2.10 No. of IQAC meetings held	08

2.11 No. of meetings with various stakeholders: No. 0 Faculty 07

Non-Teaching Staff Students 0 Alumni 01 Others 0

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No [✓]

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 05 International 01 National 01 State 01 Institution Level 04

(ii) Themes

Gender & Empowerment,
International Language Day Celebration,
International Women Day Celebration,
7- Day FDP on LaTeX & Libre Office Calc in collaboration with IIT-Bombay,
1-day Principals' Workshop of All Bengal's Principal Council

2.14 Significant Activities and contributions made by IQAC

IQAC of Bijoy Krishna Girls' College spearheads the different academic and infrastructural developmental activities of the college. Through its regular meets it scrutinizes all the institution related works involving students, teachers and non-teaching members.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• To introduce new PG courses in four subjects	• Introduction of New PG courses in process • Sanction received for Journalism Honours
• To build a new building with RUSA Grant	• Extension of Building • Installation of Solar Energy Unit
• To improve Hostel facilities	• Improvement of Hostel Facility
• To complete automation of office	• Automation of Office
• To achieve academic excellence	• 78 first class in final examination from University of Calcutta in different departments

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

2.15 Whether the AQAR was placed in statutory body Yes [√] No [ ]

Management [✓] Syndicate [ ] Any other body [ ]

Provide the details of the action taken

The IQAC placed AQAR of 2016-17 before the G.B. and the latter approved it with some recommendations for future actions.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	0	0
PG	03	0	0	0
UG	06	01	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	06	0	0	06
Others	01	0	0	0
Total	16	01	0	06

Interdisciplinary	00	0	0	0
Innovative	00	0	0	0

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

Pattern	Number of programmes
Semester	03 (P.G.& B.ED)
Trimester	0
Annual	27(UG)

1.3 Feedback from stakeholders* Alumni [ ] Parents [✓] Employers [ ] Students [✓]
(On all aspects)

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

Please provide an analysis of the feedback in the Annexure (Analyses of feedback are in progress)

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

As directed by Board of Studies, University of Calcutta

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

B.A. Hons in Journalism & Mass Communication sanctioned

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
61	39	21	01 (PRINCIPAL)	GAPTT-25 CWTT-05

2.2 No. of permanent faculty with Ph.D. 32

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
9	20	0	0	0	0	0	0	9	20

2.4 No. of Guest and Visiting faculty and Temporary faculty

CCTT:23 VISITING:08 N.A.

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	44	47	18
Presented	32	27	09
Resource Persons	03	01	03

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

Orientation Programme for students
7- Day Faculty Development Programme on LaTeX & Libre Office Calc in collaboration with IIT-Bombay
Web information i.e. all notices and information are given in website
Digitalization of Students' Registration
Departmental Whatsapp Group for regular information
Model lecture programme
Special lecture programme
Students' seminar and Microteaching
Development of soft skill

2.7 Total No. of actual teaching days during this academic year 239

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

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

01 UG BOS	11 PG BOS	01 PG Diploma

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. A. (Hons)	371		8.36	81.67	4.04	94.07
B.Sc (Hons)	154		31.17	54.54	0.06	85.77
B.Com (Hons)	94		13.83	85.11	0	98.94
B.Ed	93		100	0	0	100
PG	12		75	25	0	100

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

Taking feedback from the departmental students
Analysing the feedback form and try to resolve them
Regular Parent-Teacher meeting and assessment of students'& parents' feedback
Regular survey of students performance in class test of different departments
Evaluating students co-curricular & extra-curricular skill by arranging seminar, paper presentation as well as intra and inter departmental competition
Imparting lessons of being self-sufficient economically & socially

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	***Number of faculty benefitted***
Refresher courses	03
UGC – Faculty Improvement Programme	02
HRD programmes	05
Orientation programmes	05
Faculty exchange programme	00
Staff training conducted by the university	04
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	02
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	Gr. C-06	Gr. C-00	00	Gr. C-02
Technical Staff	Gr. D-16	Gr. D-04	00	Gr.D-02

Criterion – III

3. Research, Consultancy and Extension

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

- Conference on Gender & Empowerment,
- Research on Humanities
- Faculty Development Programme on LaTeX & Libre Office Calc in collaboration with IIT-Bombay
- Several Faculty members are acting as Ph.D. supervisors,
- Month long special invited lecture by Dept. of Geography (PG Studies),
- Establishment Faculty Development Cell
- Special Lectures/ Seminars/ Invited talk in different departments on regular basis

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		01
Outlay in Rs. Lakhs		9.47625		15.00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	05	05	02
Outlay in Rs. Lakhs	2.81	5.9	11.70	2.81

3.4 Details on research publications

	International	National	Others
Peer Review Journals	21	07	00
Non-Peer Review Journals	00	01	00
e-Journals	02	00	0
Conference proceedings	05	02	00

3.5 Details on Impact factor of publications:

Range 0-5.12 Average 3 h-index 8 Nos. in SCOPUS 03

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	02	UGC	5.9	5.05
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0

Projects sponsored by the University/ College	0	0	0	0
Students research projects *(other than compulsory by the University)*	0	0	0	0
Any other(Specify)	0	0	0	0
Total	02	UGC	5.9	5.05

3.7 No. of books published i) With ISBN No. 14 Chapters in Edited Books 52

ii) Without ISBN No. 01

3.8 No. of University Departments receiving funds from

UGC-SAP 0 CAS 0 DST-FIST 0

DPE 0 DBT Scheme/funds 0

3.9 For colleges Autonomy CPE √ DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	0	1	0	1
Sponsoring agencies	CPE-UGC	0	College	0	College

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

International 06 National 01 Any other 00

3.13 No. of collaborations 02

3.14 No. of linkages created during this year 0

3.15 Total budget for research for current year in lakhs:

From Funding agency 5.9 From Management of University/College 0

Total 0

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.16 No. of patents received this year 0

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

Total	International	National	State	University	Dist	College
0	0	0	0	03	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides 02
and students registered under them 03

3.19 No. of Ph.D. awarded by faculty from the Institution 0

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 0 State level 100

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 0

National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 0 State level 0

National level 0 International level 0

3.25 No. of Extension activities organized

University forum 0 College forum 0

NCC 0 NSS 01 Any other 0

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

Medical Camp in association with Doctors from Nil Ratan Sircar National Medical College

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.5 acers	0.21	College	1.71 acers
Class rooms	37	15	College/UGC+Govt	52
Laboratories	16	02	UGC	18
Seminar Halls	02	01	UGC+Govt	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	07	00	UGC	07
Value of the equipment purchased during the year (Rs. in Lakhs)	2.5	1.5	UGC+Govt	4.0
Others	0	Girls' Hostel	UGC	0

4.2 Computerization of administration and library

Online Admission Process since Academic Year 2013-14.
UGC- INFLIBNET N-LIST programme - e-resources through N-LIST have been extended to both teachers and student communities.
All administrative works through computerized data based system regarding admission, staff salary, financial programmes are done with the help of updated specific computer software. Student records are also maintained in computerized using high quality software.
Library is also equipped with computer and library software for student service.
Free Wi-Fi enabled library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31,483	7,57,972	467	2,01,687	31,950	9,59,659
Reference Books	15742	3,94,906	120	2,37,294	15,862	6,32,200
e-Books			N-LIST	Package	@ Rs.	5000 pa
Journals	451	12,856	57	3,920	508	16,776
e-Journals			N-LIST	Package		
Digital Database			N-LIST	Package		
CD & Video						
Others (specify)	11 pc& 11Internet	3,52,000	nil	nil		3,52,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	60	03	20	05	01	05	23	05
Added	12	0	0	01	0	00	01	00
Total	72	03	20	06	01	05	24	05

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

Departmental computer labs like, Physics, Computer Science, Mathematics, Commerce and Research labs are now equipped with latest PC, LCD projector, internet facilities and smart board.
The general staff room is provided with computers with internet access.
The office and library are completely computerized. Time to time training to staff and students are arranged. Networking made among the office computers and further work is under progress to take e-Governance.
Online admission and student registration process are already operational.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.2
ii) Campus Infrastructure and facilities	1.7
iii) Equipments	3.1
iv) Others	1.7
Total :	7.7

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Involvement of students in Inter-disciplinary activities
Financial assistance for needy students
Regular Health-Check up
Psychological Counselling
Proper monitoring of the Examination system and timely publication of Results
Remedial Classes / Tutorial Classes
Two Canteens
Homely Hostel
Students' Seminar/ Micro-teaching
Communicative English Class
E-Commerce Class
School Service Commission Training
Publication of Annual College Magazine- *Atmadeepa*
Increasing Internet Access facility for Students
Facility for increasing use of Reading Room of Library and access of online journals & books
Modernized gym facility
Annual Sports Meet
Annual Cultural Meet
Wall Magazine
Students' Intra-College Competition
Gender Sensitization Programmes
Environment Awareness Programmes
Anti-Ragging Cell
Grievance Redressal Cell
Education tours & excursions

5.2 Efforts made by the institution for tracking the progression

Academic Evaluation through Tutorial/ Assignment/Mid-Term Test/Selection Test/Surprise Test
Parent-Teacher Meeting
Monitoring of Student Attendance
Awards to those who excel in Curricular, Co-Curricular, Cultural & Sporting Activities

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3719	86	03	63

(b) No. of students outside the state 02

00

(c) No. of international students

Men	No	%
	03	00

Women	No	%
		100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2902	767	113	42	03	3827	2772	792	109	46	03	3719

Demand ratio 8.9:1 Dropout % 8.4

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

Academy of Competitive Examinations offers coaching for School Service Commission Examinations
E-Commerce Course
Industrial Microbiology course
Nutrition course
Career Counselling
Computer Data care Management course
Functional English classes for overall personality development with improved communication skill

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career Counselling courses
Functional English classes for overall personality development with improved communication skill

No. of students benefitted 06

5.7 Details of campus placement

On campus		*Off Campus*	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

International Conference on "Gender & Empowerment" on December 16 & 17, 2016 as a part of UGC – CPE sponsored programme

5.9 Students Activities

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

State/ University level 05 National level 0 International level 0

No. of students participated in cultural events

State/ University level 01 National level 0 International level 0

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

Sports : State/ University level 03 National level 0 International level 0

Cultural: State/ University level 0 National level 0 International level 0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	46	18,060
Financial support from government	144 (sanctioned)	36,00,000
Financial support from other sources	0	0
Number of students who received International/ National recognitions	NA	NA

5.11 Student organised / initiatives

Fairs : State/ University level 0 National level 0 International level 0

Exhibition: State/ University level 0 National level 0 International level 0

5.12 No. of social initiatives undertaken by the students | 03 |

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

As of now there is no serious complaint registered. The students themselves and sometimes with the help of teachers sort out the matters amicably.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: The pronounced objective of our college is "Sa Vidya Ya Vimuktaye" meaning thereby learning leads to emancipation. The college is dedicated to the task of imparting education that makes humanitarian and responsible citizens. Women's emancipation through their empowerment is the ultimate goal that we aspire to achieve.
MISSION: Our mission is to achieve the academic and all round excellence. Good teaching with reciprocal responsive studentship is the mission of the 21st century. The college targets to reach the CE status by going beyond its previous CPE status. The college aspires to act as the major facilitator of the inclusive growth and development of its students. The marginal section of girl students constitutes a major segment of our student population. We aim to make them financially empowered, socially responsible and politically conscious.

6.2 Does the Institution has a management Information System

We have already developed a fully computerized Office Management and Library Management system. In the academic front from admission to declaration of result all are managed through computerized system. The remaining administrative functions of the college are also done with computerized assistance system to maintain the highest level of transparency.

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

6.3.1 Curriculum Development

The College being primarily an Undergraduate College and affiliated to the University of Calcutta has hardly any scope for Curriculum Development. However, the teachers put in their valuable contribution by being the members of the Board of Studies. The College has started PG course in 5 subjects and it has scope for developing Curriculum after three years of successfully running the course.

6.3.2 Teaching and Learning

Classroom Teaching includes chalk & talk methods along with ICT facility. Some classrooms are equipped with Smart Board
All Lab-based subjects are equipped with state of art Laboratory facility along with a separate Computer Laboratory
Internet connectivity are available in all the classrooms with high-speed broadband
The Lab-based subjects have up-to-date relevant software

6.3.3 Examination and Evaluation

College does not have much freedom & follows the structure of Examination as provided by the University of Calcutta. Formative and summative assessment are done.
College encourages regular formative tutorials and assignments
Regular class tests/ Surprise Tests and Assignments
Guardian Meets
Providing progress report

6.3.4 Research and Development

Different faculty members are engaged in Doctoral & Post-Doctoral Activities
Different faculty members are engaged in Minor Research Projects
Some faculty members involved as Research Guides
College has its Faculty Development cell that encourages Research activities
College sanctions different workshops/seminars in Science/Humanities/ Social Science/ Commerce under UGC-CPE programme

6.3.5 Library, ICT and physical infrastructure / instrumentation

College has a modern well equipped central library divided into two sections of UG and PG with a total floor space of 403.74 sq mtrs.
Open access reading room.
Library has a total of 28131 Text books, 14138 Reference books, 527 Journals
Library is well equipped with Broadband connectivity and students can access with e-resources.
Library operates with the modern KOHA software, Barcode printer, scanner to help in the digitisation process
Other than the central Library all the departments have their Seminar Library for the Honours
In order to promote research among teachers from 2015 the college is subscribing to MHRD initiated INFLIBNET ENLIST programme for E-resource
ICT Information and communication technology enabled classrooms The college has received a grant of Rs 3 lakhs from the state government for this purpose.
P.C.Chandra Group has supported the library with donation of 2 lacs.

6.3.6 Human Resource Management

Human Resource of the college is managed in a democratic manner through different sub committees, formed in Teachers' council and Governing Body.
Students also have their own body formed through annual election. A teacher is appointed as students' body in charge.
Non teaching members have their own association.
Principal and the Governing Body look after overall human resource development of the students as well as teachers and non teaching staff.

6.3.7 Faculty and Staff recruitment

College does not enjoy much freedom in case of appointing full time teachers in substantive posts as it has to appoint the teachers as per the recommendation of West Bengal College Service commission.
All part-time teachers are now Govt. Approved Permanent Part Time Teachers by an order of the government.
College has recruited some CCTT in different subjects by a selection committee.
Non teaching staff members – both permanent and casual- are recruited by the Governing Body of the college through a non teaching selection committee.

6.3.8 Industry Interaction / Collaboration

Due to the overall recession in the economy, no student campusing could be done during 2016-17.

6.3.9 Admission of Students

College follows the rules and regulations of University of Calcutta and the guidelines of the Education Department of West Bengal.
The admission procedure starts immediately after the publication of results of Higher Secondary Examination and its equivalent .
The admission criterion and other related information are put up in the website of college and in the college display board.
College has constituted an online admission committee to oversee the procedure and ensure transparency in admission.
Collection of fees and other financial transaction are done through the branch of Canara Bank in the campus.

6.4 Welfare schemes for

Teaching	**a. Through the Employees Credit Cooperative Society,** **b. Provident fund interest free loan,** **c. Regular health check up**
Non teaching	• Employees Credit Cooperative Society, • Provident fund interest free loan, • Regular health check up

Students	• Subsidized Hostel facilities for outstation students • Concessions in college tuitions (free studentship or half-free studentship) based on family income and merit • Govt. Scholarship including Kanyashree, Post-Matric Scholarships for Minority students, O.P. Jindal Scholarship for BPL students • West Bengal Govt. Swami Vivekananda Merit-cum-Means Scholarship • Medical Camps • Student counselling cell "Aalo" • Remedial classes/ Tutorial classes • Student Aid- Fund • Cheap book & stationary store • Subsidized student canteen and coffee corner • Two photocopy centers • Free wi-fi facilities in campus • Students common room –provision for free sports kit to the needy talented students

6.5 Total corpus fund generated N.A.

6.6 Whether annual financial audit has been done Yes ✓ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	No	N.A.
Administrative	No	N.A.	No	N.A.

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

For UG Programmes Yes No ✓

For PG Programmes Yes ✓ No

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

Meeting at regular intervals,
Annual Reunion
Annual Prize
Annual Exhibition (7th & 8th September in 2016)

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Meeting
Evaluation of parents' inputs in Academic Committee

6.13 Development programmes for support staff

Employees' Cooperative Society for Financial Assistance
Induction to Computer Technology after college hours
Training Programme in Accounts & Management in collaboration with IIT Bombay on Libre Office Cal
Compulsory attendance in College Sports
Facilitating their participation in different Cultural Programmes

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

Installation of Solar Energy system
Sabuj Sakhi, the College Eco-Club annually organizes *Vanamahotsav*, the sapling plantation ceremony
Plastic-free & Tobacco free Campus
Creation of Herbal Garden
Green Audit performed by Ms. Chetna Rani, B.Com 3rd Year Hons students for 2016-17

Criterion – VII

7. Innovations and Best Practices

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

Establishment of Faculty Development Cell for teachers
Expansion of Internet Access facility
Maintenance of Audio-Visual aids in teaching
Two-days Book Fair
Orientation Programme for the Freshers
Freshers' Welcome
Career-Oriented Courses

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

Introduction of New PG courses in process
Sanction received for Journalism Honours
Extension of Building
Improvement of Hostel Facility
Automation of Office
Installation of Solar Energy Unit

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

Anti-Ragging & Grievance Redressal Cell
Environment friendly Campus & generation of Environment Consciousness

7.4 Contribution to environmental awareness / protection

Annual *Banmahotsav*
Herbal Garden
Installation of Solar Energy plant
Introduction of Power-Saving Devices
Plastic free & Tobacco free Campus
Supply of healthy & fresh food through Canteen
Anti-Ragging Cell
Grievance Redressal Cell

7.5 Whether environmental audit was conducted? Yes [ ] No [√]

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

S →

- Multiple options before students
- Successful P.G. Courses
- Hostel Facilities
- Job-Oriented Courses
- Active Alumni

W →

- Lack of Space
- Lack of regular Student Attendance

O →

- Introduction of New PG Courses
- Institutional Motivation for Teachers towards further Research & Academic Enhancement activities, e.g., Minor Research Projects, Publications, Participation in Seminars/ Workshops
- Motivation for Students towards different Academic, Professional & Socio-Cultural Activities

C→

- Introduction of Professional Courses
- Placement Opportunities

8. **Plans of Institution for next year**

Introduction of new PG Courses
Extension of Infra-Structural Arrangement, like Building extension
Seminars/ Workshops at regular intervals
Publication of Newsletter of Journalism Department
Introduction of Virtual Classroom

Name _SWETA GUHA_____ *Name ___DR. RUMA BHATTACHARYYA____*

_____ _____

Signature of the Coordinator, IQAC *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

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

BIJOY KRISHNA GIRLS' COLLEGE
NCTE Approved and NAAC B Accredited College with CPE Status
Academic Calendar 2016-17

Sl. No.	Event	Date
1.	College opening after summer recess and Commencement of Provisional Admission to B.A. B.Com, B.Sc 3rd year	01.07.2016
2.	Commencement of B.Com 3rd Year Classes	05.08.2016
3.	Rath Yatra	06.07.2016
4.	Eid	07.07.2016
5.	College Foundation Day	01.08.2016
6.	Commencement of B.A. ,B.Sc and B.Com 1st Year and B.Com 2nd Year Classes	18.07.2016
7.	Commencement of B.A. and B.Sc 3rd Year Classes	10.08.2015
8.	Calcutta University B.A., B.Sc Part-II and I Examination	June , 2016 and August, 2016
9.	Independence Day Celebration	15.08.2016
10.	Janmasthami	25.08.2016
11.	Bijoy Krishna Memorial Lecture	August.2016
12.	Commencement of B.A. and B.Sc 2nd Year Classes	17.08.2016
13.	Teachers Day Celebration	05.09.2016
14.	Id-Ud-Joha	12.09.2016
15.	Bishwakarma Puja	17.09.2016
16.	Death Anniversary of Founder Principal Bijoy Krishna	18.09.2016
17.	Mahalaya	30.09.2016
18.	Gandhi Birthday	02.10.2016
20.	Puja Vacation	06.10.2016 to 01.11.2016
21.	Maharam	12.10.2016
22.	College opening after Puja Vacation	02.11.2016
23.	Jagadhhatri Puja	09.11.2016
24	Guru Nanak Birthday	14.11.2016
25.	Mid Terminal Test of B.A, B.Sc, B.Com (Hons.)	1st week of November, 2016
26.	Declaration of Mid Term Test Results	End of November, 2016
27	Winter Recess	25.12.2016 to 01.01.2017
28	College opening after Winter Recess	02.01.2017
29	Birthday Celebration of Swami Vivekananda	12.01.2017
30	B.A., B.Sc, B.Com 3rd Year Hons and General Final Test Examination	12.12.2016 to 20.12.2016

31	Birthday Celebration of Netaji Subhas Chandra Bose	23.01.2017
32	Calcutta University Foundation Day	24.01.2017
33	Saraswati Puja and Maghutsav	01.02.2017
34	Republic Day Celebration	26.01.2017
35	B.A., B.Sc, B.Com 2nd Year Hons and General Final Test Examination	06.02.2017 to 10.02.2017
36	B.A., B.Sc, B.Com 3rd Year Hons and General Class Dissolve	20.12.2017
37	Calcutta University Compulsory English, Bengali/Hindi Examination for B.Com 1st Year	28.02.2017 and 03.03.2017
38	Dol Yatra	12.03.2017
39	Holi	13.03.2017
40	Calcutta University Compulsory English, Bengali/Hindi Examination for B.A. and B.Sc 1st Year	20.02.2017 to 02.03.2017
41	B.A., B.Sc, B.Com 1st Year Hons and General Final Test Examination	27.02.2017 to 06.03.2017
42.	Calcutta University Practical Examination for B.Com and B.Sc Hons 3rd Year	28.02.2017 to 18.03.2017
43.	College Annual Sports	10.01.2017 to 11.01.2017
44.	College Annual Cultural Programme	31.03.2017 to 01.04.2017
45.	Good Friday	14.04.2017
46.	Easter Saturday	15.04.2017
47.	Calcutta University B.A., B.Sc and B.Com (Hons.) Part-III Examination	28.03.2017 to 06.04.2017
48.	Chaitra Sankranti	13.04.2017
49.	Bengali New Year's Day	14.04.2017
50.	Calcutta University B.Com (Hons.and General) Part-II Examination	28.03.2017 to 05.05.2017
51.	Summer Recess	16.05.2017 to 30.06.2017
52	Calcutta University B.A., B.Sc (Hons. and General) Part-II Examination	10.04 2017 to 30.06.2017
53	Calcutta University B.Com Part-I Examination	12.06. 2017 to 23.06.2017
54	Calcutta University B.A. and B.Sc (Hons and General) Part-I Examination	04.07 2017 to 16.08.2017

Sd/-
Principal
Bijoy Krishna Girls' College