



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

B S K COLLEGE MAITHON DHANBAD

P.O. - MAITHON, DIST - DHANBAD,
828207

www.bskcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

BHOLARAM SHIBLAL KHARAKIA (B.S.K) College, Maithon was established on 01-05-1966 after grant of affiliation by Ranchi University, Ranchi on 11-04-1966 up to Pre-university and Degree part one level. The affiliation was upgraded up to degree part two, Arts and Commerce in 1968. From 1970 teaching up to Degree honours level was permitted in Political Science and History. Gradually honours teaching in all subjects of Arts, Science and Commerce started by 1985-1986. The college was named after the names of the father and grandfather of Sri R.N. Agarwala, the donor of the college. His father's name was Shiblal, while his grandfather's name was Bholaram. The actual family's surname or title is Kharakia. Hence the college was named as B.S.K. College.

Initially, the college was running in the premises of D.V.C Plus Two High School. However it shifted to its present campus in 1969 in the newly constructed building provided by the donor. From the very beginning, the college is a co-educational institution. It runs in two shifts (Morning & Day).

The college remained an affiliated college of Ranchi University, Ranchi up to 1979. It was taken over by Ranchi University as its constituent unit on 28th November 1980. After the establishment of Vinoba Bhave University, Hazaribag in 1992, this college became a constituent college of Vinoba Bhave University. In 2017, after the formation of BBMK University, BSK College became a constituent unit of this university.

Vision

The vision of Bholaram Shiblal Kharakia College is to enlighten as many students as possible through higher education apart from rendering social upliftment programs. It is the vision of the college to help students develop a healthy outlook and positive thinking. It aims to make students creative. Providing a disciplined environment, the college aims to foster the positive growth of students. The college tries to provide a kind of education that will promote human values, professionalism, and a scientific outlook in all sections of students including scheduled tribes, scheduled castes, other backward communities, and religious minorities. The college has always paid special attention to female students, their needs, and welfare.

Mission

- 1• To provide high quality education to students and foster their multi -faceted development.
- 2• To provide and promote inclusive education for all.
- 3• To organize academic programmes based on local as well as national requirements.
- 4• To have a curriculum that is student -centric so that students are able to harness their potential to the maximum.
- 5• To foster education, peace and justice in students.
- 6• To make students aware of their social responsibilities.
- 7• To help students learn to respect the dignity of every individual..

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

The college has been the centre for multicultural activities of three states, Jharkhand, Bihar and West Bengal on the border of which the college is situated. The students from these three states with different cultural heritage intermingle here and blossom in a unique state of cultural affairs.

1. There is no scarcity of students in this region as it covers a huge population.
2. Maximum percent component share of SC, ST and OBC in admission.
3. A wide premise of twenty one (21) acres of land under peaceful possession is the future prospect for extension of infrastructure of the college.
4. A large play ground within its premises of the college is always an additional advantage in promoting sports and cultural activities of the students which reflects the future dream of a stadium to be built for the students under the active co-operation of D.V.C (Damodar Valley Corporation) and MPL (Maithon Power Limited) ,Maithon.
5. Accommodation facilities provided to the teaching and non-teaching staff of the college is an extra attraction to encourage a good number of teaching and non-teaching staff to join the college preferentially.
6. The presence of PHED (Public Health Engineering Department) of Jharkhand adjacent to the college has been our potential to improve the drinking water supply system continuously.
7. Doorstep medical facilities to the students being provided by state run ESI Hospital and BP Neogi Hospital of DVC Maithon appears to be a boon for the college students.
8. Accommodation facilities to the tribal students in a separate boy's hostel built by welfare department of Jharkhand is an additional milestone of progress of the college for providing higher education to the tribal community of this locality.
9. The sufficient space around the UGC built library building provides the scope of its up gradation to a richer one.
10. Banking facilities in the college is another feather in the crown of the college.

Institutional Weakness

1. Lack of separate departments.
2. Classroom crunch during peak periods.
3. Need to improve basic amenities like sanitation and drinking water.
4. No department has national or international collaboration.
5. Conventional evaluation methods are used for internal examination.
6. Large number of alumni but weak network.
7. Multi-purpose hall yet to be constructed.
8. Vacant Faculty positions at Associate and Assistant Professor levels.
9. Shortage of administrative staff, non-teaching staff and lab attendants.
10. We are the constituents of a big University and will follow the guidelines given by the university. We will not be able to start new courses/vocational courses/skill enhancing courses without financial support from the University/Government/ UGC or any other such financing body. Space is the most important requirement for expansion programs and we possess the necessary space for such requirements.

Institutional Opportunity

The educational environment in the country is changing and this multi-faculty co-educational institution has to keep pace with this change. Many experts are of the view that the present educational system is producing a large number of graduates who are not employable. This means that drastic change in the overall educational system may be visible in the near future. Stress may be on such a system which encourages –

1. Vocational courses which provide opportunities for employment.
2. Skill-enhancing courses which may open doors for students for starting their own business.
3. To re-structure the syllabi in such a way that it becomes more productive.
4. We are the constituents of a big University and will follow the guidelines given by the university. We will not be able to start new courses/vocational courses/skill enhancing courses without financial support from the University/Government/ UGC or any other such financing body. Space is the most important requirement for expansion programs and we possess the necessary space for such requirements.

Institutional Challenge

1. Teacher-student ratio was very high till 2014-2017 sessions. From 2015-2018 academic session BBMK University has notified the set limit as well as introduced the CBCS system which has somehow brought down the said ratio.
2. .
3. Lack of rooms and infrastructure.
4. Stiff competition from upcoming and established institutions.
5. Adjusting to rapidly changing socio-eco-political and techno environment.
6. Reducing trend of students taking admission in traditional degree programmes.
7. High cost of maintenance of infrastructure.
8. Imparting technical knowledge to the staff and students.
9. Construction of boundary wall for protection of the college premises.
10. Placement opportunities for students.
11. Providing flexible teaching schedule for attaining maximum flexibility in CBCS.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is permanently affiliated to BBMK University, Dhanbad and scrupulously follows the curricula prescribed by the University. The college is offering Honours and General Bachelor's Degree in three faculties of Arts, Science and Commerce all of which follow the CBCS curriculum. The College conducts short term courses in Computers as well. Faculty representation can be seen in the Board of Studies of the University and in UG Syllabus Committee. Preparation of academic calendar, departmental meetings, allotment of workload, preparation of timetable, teachers diary, use of ICT tools, field projects, feedback mechanism are some of the tools implemented by the college for effective curriculum delivery. IQAC conducts seminars, guest lectures, faculty orientation programs, etc. for curriculum enrichment and enhancement. There is an effective integration

of cross-cutting issues by all departments relevant to Gender, Environment, Human Values and Professional Ethics into the curriculum. Apart from University curriculum, college organizes various programs such as plastic-free campus, gender sensitivity programs, career counselling, etc. through NSS. The structural online feedback is collected from all the stakeholders on the curriculum. It is then analysed and discussed in the departmental meeting and communicated to BOS of the university for improvement and further necessary action.

Teaching-learning and Evaluation

BSK College is located in the serene and semi-urban township of Maithon which is close to the West Bengal border. As a result, students come here from the neighbouring state of West Bengal as well as the villages around Maithon. The college has many other state students. After admission, the college assesses the learning levels of the students and identifies advanced and slow learners. All type of learners are provided with INFLIBNET membership, e-resources, research journals and are encouraged to participate in various competitions. Tutorials and remedial coaching offer special attention to slow learners. Necessary facilities are available for differently abled students. Various student-centric learning methods and tools such as field projects, survey method, ICT enabled classrooms etc. are in place for enhancing teaching-learning process. Outcomes for all programmes are communicated to the teachers and students and uploaded on the college website. Learning outcomes are assessed periodically. Encouragement is given to the teachers to acquire higher qualifications. As an outcome of this the number of teachers attending Refresher courses during the last five years has significantly increased. The college strictly adheres to the academic calendar prepared by the BBMK University for conducting Internal Evaluation by conducting regular class tests, seminars, etc. Learning outcomes are reflected in a high pass percentage of the students and university merit ranking. The college has a transparent, time-bound and efficient mechanism to deal with examination related grievances. IQAC reviews the academic performance of each department.

Research, Innovations and Extension

A Minor Research Project funded by University Grants Commission is on-going. 4 teachers are recognized as research guides by the BBMK University and 3 scholars have completed Ph.D. under their guidance. The faculty have published many research articles in various notified journals, presented papers in conferences/seminars/workshops proceedings and 2 books and 2 chapters in various reputed publications. The college has conducted 20 Departmental Seminars and almost all faculty members have been awarded Ph. D. degree. The college has NSS unit through which we undertake extension activities in the neighbourhood community and it also helps in the holistic development of students in the vicinity. The college has conducted extension and outreach programs in collaboration with various stakeholders of the society. Participation in Swachh Bharat Abhiyan, AIDS Awareness, Blood Donation Camps, Gender Issues, etc. There are 3 MoUs for placements, resource exchange, etc.

Infrastructure and Learning Resources

The college has good infrastructure and learning resources including ICT enabled classrooms, seminar halls,

fully equipped laboratories, computer laboratories, and other support facilities. It also has the substantial infrastructure required for sports activities like athletics, volleyball, badminton, yoga, etc. The Library is partially automated with Integrated Library Management System which houses a sufficient number of books in all disciplines, e-journals etc. The learning resources like INFLIBNET, e-journals, e-books, Shodhganga, etc. are available in the library. The Budget for infrastructure, library and other learning resources is earmarked annually based on the recommendations of respective committees constituted for upgrading, maintaining and utilizing physical, academic and support facilities. There are a sufficient number of UPSs for ensuring power backup. The college maintains an adequate student computer ratio with good bandwidth internet connection and campus Wi-Fi facility. The college has established Annual Maintenance Contracts (AMC) with different vendors/ firms for maintaining physical, academic and support facilities.

Student Support and Progression

The college is having the well-established student support system for financial/scholarship assistance, capability enhancement /development, student progression, and alumni engagement. More than 75% of the students have benefitted by the scholarships and Freeships provided by the Government and Non-Government agencies. The college has a healthy system to provide support to students for skill development, career counselling, competitive examination guidance, placement, and entrepreneurship development conducted under the guidance of NSS . There is a functional counselling cell taken care of by the Department of Psychology to mentor the students regarding academics, career, financial and stress-related issues. The Placement Cell maintains a strong relationship with industry and supports students in placements. Placement cell and skill development programs conducted by NSS strengthen student's capabilities and encourage them to start their own ventures through national Start-up schemes. Reading room facility, INFLIBNET, e-journals, NET/SET guidance is available for the students who show interest in acquiring higher education and appearing for competitive examinations under the Remedial Coaching conducted in the college for the SC/ST/OBCs. Many students have received awards/medals in University/State/National level tournaments in various sports events. The Students' Council is constituted as per the rules and regulations laid down by BBMK University, Dhanbad. The college has a functional Alumni Association which takes active interest in the development of the college.

Governance, Leadership and Management

The vision and mission of the college correlate with the national policies of higher education and are based on education as a means of development of the nation and social reformation. The college translates its vision and mission through programs and activities such as NSS, Welfare Schemes, Sports, Career Guidance, etc. The organizational structure of the institution is based on the rules laid down by the BBMK University. The college promotes a culture of decentralization and participative management through various academic and administrative committees. The Principal helps in governing and managing the college through IQAC and other college committees. The college encourages the faculty to participate in Refresher, Orientation and Faculty Development Programs to complete their M. Phil. and Ph. D. Study leave is granted to the faculty for attending seminars, workshops, and conferences. The College has introduced e-governance in administration, finance, accounts, student admissions and examinations. The institution has effective welfare measures for teaching and non-teaching staff like providing residence to the staff close to the College. The accounts are audited regularly and strictly. IQAC undertakes quality sustenance and quality enhancement measures.

Institutional Values and Best Practices

Every year the college organizes gender equality promotion programs, emphasizing women empowerment, self-protection, laws for women's, improvement of mental health, cyber law etc. For girls and boys, a separate common room facility is available on the campus. The girls' common rooms are provided with Sanitary Napkin Vending Machine. The college has prepared a code of conduct which is available on its website and included in its prospectus. The annual lighting power requirement is met through LED lamps. The college has a green generator as well. The college campus comprises rainwater harvesting unit and vermicomposting units. For differently abled students, the college has provided all basic amenities such as common room, ramps, wheelchair, etc.

Campus Initiatives: The college has prepared photographic Flora and Fauna of the campus. The college maintains complete transparency in its financial, academic and auxiliary functions by a participative mechanism. College makes available the physical infrastructure to carry out different social needs such as community welfare programs for the benefit of social development. The college organizes activities such as Swachh Bharat Abhiyan, International Women's Day, Blood donation camps, etc. for the promotion of universal values, human values and national integration.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	B S K COLLEGE MAITHON DHANBAD
Address	P.O. - MAITHON, DIST - DHANBAD,
City	MAITHON
State	Jharkhand
Pin	828207
Website	www.bskcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Kaushal Kumar	06540-274111	6299991485	-	principalbskc@bbmku.ac.in
IQAC / CIQA coordinator	P Rebecca	-	9934111799	-	iqac@bskcollege.ac.in

Status of the Institution	
Institution Status	Constituent

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-05-1966

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Jharkhand	Binod Bihari Mahto Koyalanchal University Dhanbad	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	30-11-1980	View Document
12B of UGC	30-11-1980	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	P.O. - MAITHON, DIST - DHANBAD,	Rural	21	1805

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	Higher Secondary	Bengali	32	0
UG	BA,English	36	Higher Secondary	English	110	109
UG	BA,Hindi	36	Higher Secondary	Hindi	140	93
UG	BA,Urdu	36	Higher Secondary	Urdu	80	21
UG	BA,Geography	36	Higher Secondary	Hindi	250	153
UG	BA,Economics	36	Higher Secondary	Hindi	80	54
UG	BA,History	36	Higher Secondary	Hindi	310	308
UG	BA,Philosophy	36	Higher Secondary	Hindi	32	0
UG	BA,Sanskrit	36	Higher Secondary	Hindi	32	1
UG	BA,Psychology	36	Higher Secondary	Hindi	32	3
UG	BA,Political Science	36	Higher Secondary	Hindi	190	183
UG	BSc,Botany	36	Higher Secondary	Hindi	60	3

UG	BSc,Zoology	36	Higher Secondary	Hindi	80	17
UG	BSc,Mathematics	36	Higher Secondary	Hindi	80	76
UG	BSc,Physics	36	Higher Secondary	Hindi	64	50
UG	BSc,Chemistry	36	Higher Secondary	Hindi	60	18
UG	BCom,Commerce Hons	36	Higher Secondary	Hindi	300	274
UG	BA,B A General	36	Higher Secondary	Hindi	60	43
UG	BCom,B Com General	36	Higher Secondary	Hindi	60	26
UG	BSc,B Sc General	36	Higher Secondary	Hindi	60	1

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				42			
Recruited	0	0	0	0	0	0	0	0	11	5	0	16
Yet to Recruit	0				0				26			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				67
Recruited	17	3	0	20
Yet to Recruit				47
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	9	4	0	13
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	1	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	1	0	5
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	1	0	5

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	420	250	0	0	670
	Female	408	169	0	0	577
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	33	41	103	59
	Female	22	26	39	56
	Others	0	0	0	0
ST	Male	50	30	55	51
	Female	34	29	34	26
	Others	0	0	0	0
OBC	Male	85	82	201	131
	Female	82	42	104	243
	Others	0	0	0	0
General	Male	277	721	381	243
	Female	283	516	375	263
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		866	1487	1292	1072

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
298	250	234	218	218

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	20	20	20	20

2 Students

2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2952	3844	3774	4198	5433

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1920	1920	1920	1920	1920

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
893	1	1698	1983	1530

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	21	21	23	23

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
42	42	42	42	42

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 6

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	107.38	93.23	97.27

4.3

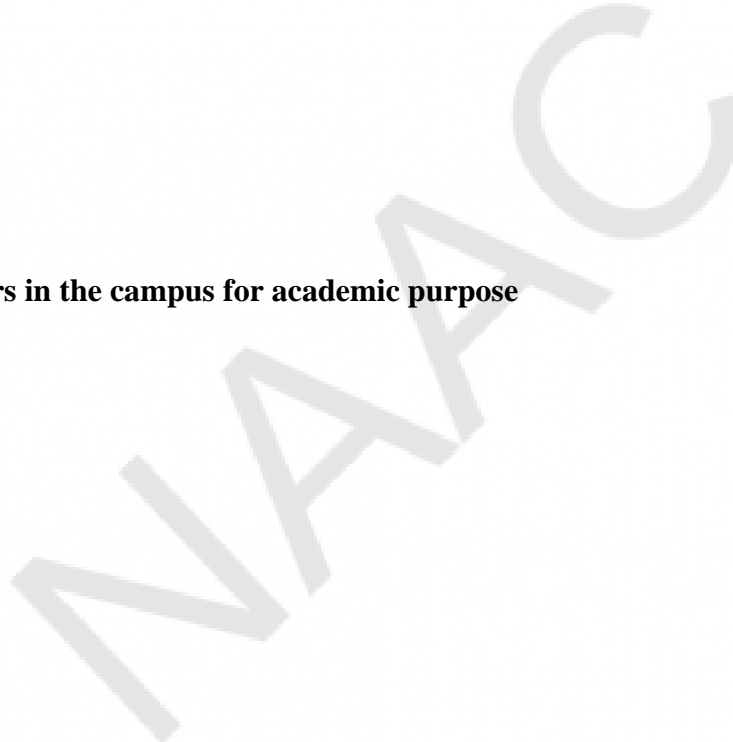
Number of Computers

Response: 20

4.4

Total number of computers in the campus for academic purpose

Response: 1



4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

BSK College is affiliated to BBMK University, Dhanbad and it follows the University prescribed curriculum. Different steps which are followed by the institution to ensure effective curriculum delivery through a well- planned and documented process are as follows:-

The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching –learning process and continuous evaluation and it is displayed on the Students', Faculties' Notice Board and College Website. Meeting is held in each department at the end of each semester to discuss about the course distribution for the next semester. Based on the expertise of individual faculties, the syllabus is allotted to them by the Head of the Department. Every department prepares teaching plan, allotting term-wise topics to be taught. Syllabus of each subject for the academic session is provided to the students. Some Faculties maintain a personal diary for effective academic planning, implementation and review of the curriculum. Theory and Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee and is published on Students' & Faculties' Notice Board and College website. Conventional classroom teaching is blended with reasonable use of ICT to make the teaching-learning process more learner-centric. Experiential learning, participative learning and Problem-Solving method are also used for effective curriculum delivery. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, tutorials, Departmental Quiz, paper presentation by the students, projects, group assignments, term-papers, educational tours, field trips and industrial visits for effective delivery of the curriculum, which are done in a planned manner. Records are maintained by each department and information is provided to IQAC for documentation. The College Library provides faculties with necessary learning resources for effective delivery of curriculum. All faculty members have been provided with unique user ID and password for accessing NLIST site that offers 80,409 e-Books and 3,828 e- Journals in full text form. Library related information are well maintained and are provided to IQAC for documentation. All Internal Examinations are conducted to check whether the students have acquired knowledge as outlined in the objectives of each department. All examinations are conducted according to the Academic Calendar of the BBMK University. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective departments. The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The B. S. K. College, Maithon, Dhanbad, is a constituent unit under Binod Bihari Mahato Koylanchal University. Therefore we have to follow the academic calendar of the university to conduct classes and to organize term-end examinations.

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 20

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

1.3 Curriculum Enrichment

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

Response:

Though it is a constituent unit of BBMKU, BSK College has a strong lineage of mainstreaming socio-cultural issues in its curriculum and pedagogy. The college has always focused on issues of marginalized community groups and the inequalities existing in society. The syllabus of various courses has a strong focus on Gender differentials in the socialization of children; and differentials in participation in the work force; marginalization faced by women in governance and policy-making, feminization of poverty as well as inequities of hunger, food security, environmental degradation and climate change. Planning and review of flagship development programmes of the government are an integral part of our core courses. The students are made aware of the concept of sustainability and to assess programmes and policies from the lens of sustainability. The cross-cutting issues are also an intrinsic part of the students' co-curricular activities. Students are encouraged to develop healthy competition to inculcate practices of fair play and equity. These issues find a collective space in numerous co-curricular and cultural activities conducted during Youth Festivals by the BBMK University each year.

The syllabus of subjects like Political Science incorporates studies of gender inequalities as the syllabus covered "The impact of Women's quota on Panchayati Raj system", "Role of Women in the Political Process" and such topics.

In English, the syllabus consists of the History of feminism and women's writing in the West and India., notes on different aspects/types of feminism: Anarcha-Feminism, Black Feminism, Cultural Feminism, Ecofeminism, Gynocriticism, I-Feminism, Liberal Feminism, Marxist and Socialist Feminism, Multiracial Feminism, Patriarchy, Postcolonial Feminism, Radical Feminism, Transfeminism and other contemporary terms.

In Hindi the syllabus covered “ Paryawaran Vigyan”.

EVS is a compulsory paper --- which focuses on teaching students about the environment, its protection and how to undo the damages that have been caused down the decades.

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.4

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	2	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 0

1.3.3.1 Number of students undertaking project work/field work / internships

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: C. Any 2 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1.Feedback collected, analysed and action taken and feedback available on website

- 2. Feedback collected, analysed and action has been taken
- 3. Feedback collected and analysed
- 4. Feedback collected
- 5. Feedback not collected

Response: E. Feedback not collected

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document



Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 33.98

2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1388	1040	1566	1318	1212

2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3840	3840	3840	3840	3840

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 21.15

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
390	205	222	559	654

File Description

Institutional data in prescribed format

Document

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The college takes every measure possible to understand the needs and requirements of the students before the commencement of the program. Students are counseled at the time of admission and an Orientation program is organized in which students are familiarized with the course, mode of internal assessment as well as facilities available in college. Students with good co-curricular skills are identified through selection processes in college and trials for Youth Festival conducted every year by BBMK University. Teachers before beginning their courses informally get the pulse of the students in the class, their knowledge about the course and their comfort level with English/Hindi as a medium of instruction. With the increase in number of students from Hindi medium schools, the medium of instruction is now bilingual for most subjects. Remedial classes for some subjects are organized for the benefit of students. Every science theory paper, along with Geography and Psychology among the Arts subjects, has a practical component and the first practical is used for understanding the basic knowledge level of the students. Faculties during class interaction identify student potential and then devise strategies to reduce the gap in knowledge and skills. Teachers are available in college premises to clear doubts and counsel on a one to one basis. Tutorials are held regularly to monitor the progress of the students. Remedial / Special classes are conducted for low learners. Advance Learners are made to solve University Question papers and efforts are made by faculties to improve their performance.

Advanced learners are encouraged and facilitated to read beyond the requirements of the syllabus as well as to take up additional online courses during semester breaks. A well-stocked library and computer room provides all students access to books, journals and e-resources. Several scholarships and awards are in place from the BBMK University and State Government to reward the advanced learners for their excellence. Also, there are scholarships given to the financially weaker students and girl students. In the CBCS system, students are required to make course choices based on their core competence and aptitude, and skills they would like to acquire. The teachers from all departments counsel students regarding the scope of different courses being offered as well as provide guidance in relation to the students' aptitude and competence. Opportunity is given to students to change their options if they are not able to cope with the courses they select.

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

Response: 184.5

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

Response:

Learning at the college has always been student centric. The students participate in various academic and co-curricular activities within and outside the college. Visits to other institutes, field and educational trips,

seminars and talks by experts are organized during the year. Students are given individual projects and class assignments, focusing on self-study and independent learning. They are also assigned group projects and activities which promote peer learning and team building. Classroom discussions, debates, presentations by students, brain storming activities, creating mind maps, role play, facilitate participative learning. Extension activities, internships and trainings ensure experiential learning for students. Engaging students in problem-solving based learning through continuous engagement with issues and challenges is encouraged in different subjects. As a part of routine teaching- learning process, the Departments organize seminars for students in which they are expected to present papers on an assigned topic. This helps in children overcoming their stage fright along with their practical applications. Students regularly participate in community work under NSS. ICT and multi-media-based learning are used in class room processes. The students are encouraged to volunteer for short assignments which help them to acquire skill sets and build their resume

The methodologies that are used for enhancing learning experiences include many student-centric methods. One such method is Mentoring System for Students.

1. Objective of the Practice: To minimize drop-outs through personal counselling.
2. Need Addressed & the Context: Students undergo various problems of stress. Considering the student-teacher ratio in classrooms, it is impossible at times to give personal attention to students in class. One solution therefore is a Mentor who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision-making for overall programme.
3. The Practice: The practice is that of creating an efficient mentor-ward system. Each teacher meets students at least once a week to discuss, clarify and share various problems which may be personal, domestic, academic etc. The teacher involves local guardians and parents as well, whenever necessary. The students are asked to share their Whatsapp numbers with the teachers and their peers , so that a social network is established .
4. Evidence of Success: It is needless to say that a mentor gets job satisfaction. Evidence of success of the practice includes better results in the examinations, more regular attendance, increased participation in co-curricular activities, better discipline on campus and respectful relationship between teachers and students. Prospects of turning out as a well- adjusted citizen and a responsible human being also increases through this process.
5. Resources: This practice requires well committed teaching staff who have the desire to help students beyond teaching hours and infrastructure to do so in terms of classrooms and a conducive atmosphere.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT tools can be used to find, explore, analyse, exchange and present information responsibly and without discrimination. ICT can be employed to give users quick access to ideas and experiences from a wide range of people, communities and cultures. Contributions to teaching and learning are activities that contribute to the improvement of student learning. These activities include use of ICT, instruction delivery, instructional methods, assessment, evaluation and inclusive class rooms that lead to effective, efficient and engaging instruction. Following are the best and innovative practices undertaken by the faculty members for improving teaching and learning experience:

Power Point Presentations

Student Seminars

Group Discussion

Sessional examinations

One to one internal viva voce in laboratories

Modern teaching aids like Multimedia, Projectors and Internet enabled Computer systems are used for class room instruction as well as other student learning experiences. The students are also encouraged to use computer software packages for their projects.

E-Journals- Faculty utilizes online resource course materials of different International and National Universities. The College arranges state level competitions in literary and cultural, sports and games fest organized each year. Teachers deliver content beyond the syllabus apart from their class room instruction. The following ICT enabled tools are adapted for effective teaching-learning process:

Faculty own YouTube Channels.

Use of E-Resources

Google Class Room by most Departments for online teaching.

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

Response: 0

2.3.3.1 Number of mentors

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 49.52

File Description	Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 13.81

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	3	2

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 18.56

2.4.3.1 Total experience of full-time teachers

Response: 297

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The Institution ensures that all students are aware of the evaluation process through the college prospectus which is updated annually. The Orientation program held at the beginning of every academic year apprises students and their parents of the evaluation process and the schedule. In each of the departments, for each subject (theory and practical) being taught at undergraduate level a senior faculty member is nominated as convenor who then co-ordinates curriculum transaction with other faculty members teaching the subject during the semester. Before the session begins, teaching plans are prepared and discussed along with the mode of Continuous Internal Evaluation. Further, the Academic Committee of the University has recommended a basic structure for the continuous internal assessment of theory and practical with guidelines for dealing with absenteeism. The faculty members however have a certain amount of flexibility in deciding on the kind of assignment so that creativity is not compromised. Guidelines for teachers and students for internal assessments are prepared as per the University guidelines and are made available to all faculties.

A Peer Committee was formulated by the BBMK University when the CBCS system started in 2015, to monitor the continuous evaluation in practical classes to ensure uniformity across courses and departments. Dates for the tests/submission of assignments are notified on the college notice boards and announced by faculty in the respective classes at least a week in advance. After checking, answer sheets/assignments are shared with students. Students are asked to sign in the internal assessment attendance sheets. The marks is sent to the university in a proforma specifically designed for internal marks. This is then uploaded by the university and published in the mark sheets. Transparency and security of evaluation system is ensured.

The institution has an effective mechanism for redressal of grievances pertaining to internal assessment. An opportunity is accorded to students to apply for scrutiny if the students are not satisfied with the marks assigned to them. A staff council constituted moderation committee moderates range of assignment marks to equalize/ moderate low marks if marking has been strict. The maximum and minimum marks in internal assessments are further reviewed, discussed and debated regularly. Students

are also assessed by the teachers based on their participation in the class.

The students are given questions in the internal examinations related to topics taught in the class. Students are often suggested to write the answers again as home assignments incorporating the suggestions made by the examiners in the test-scripts. If there is any tabulation related error in the assessment, corrections are duly made by the examiner and the corrected marks is officially posted against the name of the concerned student to the University via the Examination section. The corrections are made with a copy of the answer script and attendance sheet of the concerned student.

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

Response:

Students need to apply to the University for correction in marks and revaluation. The process is governed by BBMK University. The administrative office of the University guides the students about the process. The process is also explained on the BBMK University website. For errors like the marksheets indicating that the student was absent, the college promptly sends the duly certified attendance sheet to assist in locating marks in exam branch and correcting discrepancies. Internal Assessment committee addresses all grievances related to internal assessment marks. The committee is set-up at the college level to sort issues related to attendance and internal assessments and all queries are responded to by the Internal assessment committee convenor. The committee promptly deals with mistakes/errors related to attendance, internal assessment of the students.

If there is a marked discrepancy between class-performance and performance in examination of a student, the teachers consider it to be their responsibility to identify the cause behind such discrepancy. Parents of students are called whenever such a discrepancy is noted. The interaction between the parents and the relevant faculty members can be crucial for such identification. If the reason for such discrepancy is purely academic, the teachers try whole-heartedly to provide the students with a broader understanding of the subject of their study (topics already taught in the class are discussed again, students are given time-bound home assignments to be checked by the faculty members, more books and journals are suggested to the students for reading and so on). However the cause may be extra- academic too. 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. They suggest the students and their parents to take the help of a Counsellor.

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

The College website, prospectus as well as the Annual Report states the mission and objectives of all the

departments of the college. These documents also highlight the achievements of the students and lists the kind of jobs that students get after completion of the different programs. In the Orientation program for the first year undergraduate students, the broad program objective of each subject is explained. Program-specific outcomes of all the departments are highlighted through career options open to students after completion of the programs and the achievements of the alumnae. Alumnae of various departments are invited to interact with both the students and teachers during the Orientation program and at other events and meetings. They share how the different courses shaped their careers and thus help students appreciate the program. This is also an opportunity for the faculty to take feedback on the courses that need to be improved and the components which will make them more relevant. For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad program outcomes. Following effective pedagogic strategies, the faculty articulates the learning objectives and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps the students appreciate the topic being covered in class as they see the relevance. The syllabus depicting the learning objectives and programme specific outcome is readily available for students and teachers on college /BBMKU website.

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

Response:

Continuous assessment provides feedback on the efficacy of the teaching-learning process and learning outcomes of each course. This is in the form of assignments which are a part of the CIE as well as additional quizzes, tests and assignments which are periodically given to students. As part of the course outcomes of the various papers taught to students during the UG program, there is substantial scope of evaluation of opportunities for skill building, enhancement of conceptual understanding, training in research methodology, and experiential and fieldwork learning.

Feedback forms to be duly filled up by students provide inputs on teaching-learning drawbacks, limitations, constraints and also merits of the department, its faculty members etc. Our college also has a Grievance Redressal Mechanism, where the students can also place their problems at any point of time while studying. The institution deals with students' grievances very deftly by preserving its confidentiality, while at the same time taking concrete steps for resolution. Mid-Term Examinations is another system through which the institution keeps a track record of program outcome achievement. Publication of Merit list, Criteria for letting students move to the next ladder, percentage of marks achieved in examinations are a regular practice of our institution through which attainment of program outcomes are measured and checked. The weak and bright students are identified and accordingly outcome attainment target is set by introducing improvement measures. Organising class tests and subject-oriented quizzes, student seminars as well as talks and workshops etc. are a part of this improvement scheme. In order to achieve program outcomes, some departments of the college hold counseling sessions to ensure quality of students enrolled and for a better pass percentage as well as reputation of the college. The IQAC Cell of the College publishes an overall academic report, which is displayed on the college website as a part of the mechanism of communication which states the level of attainment of program outcomes among many others. Our college also has a Counselling Cell, which helps in resolving students' problems, academic, psychological etc. in order to attain program outcomes. On successful completion of the final year of study, there is a reward system through which students are encouraged to excel in life.

2.6.3 Average pass percentage of Students during last five years

Response: 94.64

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
982	745	902	1635	1627

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1098	800	903	1708	1712

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.36

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	3	3

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 3

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.19

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities

3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The college has earned a reputation for being an established institution of higher education with high regard for social responsibility. The college alumnae and faculty remain committed to engaged citizenship. Many have contributed and continue to work for social change in the field of education, empowerment of women and for inclusive society. The College spearheads higher education in extension through community empowerment and involvement, focusing on issues such as adult education, gender, public health, environment and other development programmes. The college faculty and students are involved in multifarious activities for promoting the idea of community network. The extension activities are integral to UG teaching at the college. Engagement of students in these activities is the first window to observe life closely at the grassroots. They become sensitive to the challenges of a developing society like ours and observe the NSS inequities and the challenges they pose towards the development potential.

NSS is actively involved in making extension activities at the core of College ethos through the following: Adopted communities–Under the able guidance of the NSS coordinators, an NSS camp has been running successfully over several years. As part of the camp students put up information kiosk in the villages where they disseminate information on the emerging issues of that particular community. Students put up information kiosk based on a development issue with the prime objective to create awareness among their learners and sensitize them to take adequate actions to improve their quality of life. Based on need assessment interventions by the students with youth groups, Mahila Mandals/ women Self Help Groups (SHGs), women’s cooperatives, adolescent youth centre, and local health functionaries. Training of field functionaries – As part of the training practical, graduate students conduct annual trainings using a participatory approach for field functionaries on a development issue. Each one Enable one programme is the most popular form of extension activity, which has been carried out by the NSS. Every year students volunteer to spend up to 60 hours in teaching and capacity building of the school drop-outs, adolescent girls and women from the underprivileged communities.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 1

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 0.37

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	72	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 4

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 4 - 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.

Response:

BSK College is spread over 21 acres with Blue painted walls just next to NH 2 amidst the greenery and serenity of the small DVC township of Maithon. Built in 1966, by Bholaram Shivlal Kharakia and the Agrawalla family, the founder Principal was Shri Shiv Chandra Prasad. It is well-connected by rail as well as by road. The nearest railway station Kumardhubi is about 3kms away while the bus stand is adjacent to the college campus. There are 9 rooms and 8 administrative rooms like the Principal's chamber, Prof-in-Charge's Room, Account Section, IQAC, Computer Operator's room, General Section, Examination Section, Head Clerk's office and a library with more 37300 books and 22 different types of periodicals. Each classroom is equipped with appropriate, comfortable furniture, good ventilation and adequate light. All classrooms are equipped with Green boards and Wi-Fi. Most departments have departmental seminars. The academic programme of the college is enriched by laboratory experience. To engage students in a variety of practical orientation, self-instructional, learner friendly modes, there are separate Physics, Chemistry, Zoology, Botany, Geography and Psychology Laboratories. The Computer Resource Centre acts as a nodal centre to support all digital needs of the college. The library is housed in a separate building equipped with latest ICT requirements. It is fully automated. It has a large reading room. These spaces enable effective student-teacher interaction on personalized basis. Most faculty rooms are Wi-Fi enabled and provided with appropriate furniture and storage facilities. Concerted efforts are being taken towards making BSK College a green campus for which green building audit has been done which has indicated that the buildings on campus utilize plenty of daylight and natural ventilation for comfort and efficiency of users. There are large numbers of trees and lawns which add to improved quality of air and minimize air pollution on the campus. College has key plants that significantly help in improving quality of air such as Areca Palm, Money plant, Aloe Vera, Dracaena, Rubber plant, baobab tree, etc.

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

Response:

College upgrades its buildings regularly. There is a well-equipped Seminar Hall. It has a smart board and audio system. There are total of 4 lawns on the college campus. Front lawn is one of the biggest lawns and is used for holding events. It can accommodate about 2000 persons. College has a sports ground which is spacious enough to hold hand-ball, volley ball, athletics events, yoga classes and NSS activities and parade. There is a sports room with adequate furniture for storage of sports equipment. The college also has a badminton court, basketball court and a tennis court in addition to indoor sports facilities like chess, carrom, etc. The college has teams for different sports. Students participate in various inter-college, state level, national and inter-university competitions for tennis, volleyball, basketball, badminton, handball etc. They also participate in sports festivals of BBMKU colleges, Inter-university competitions at the State and National level. The college has a well-equipped gymnasium with

equipments such as twister, tread mill, front pulley, abdominal board and bench press. The students, though busy with a well engaging and diverse curriculum, have a life of art, culture and activism during the semesters. The range of co-curricular learning is rooted in preparations throughout the year for participating in Youth Festival which includes a range of activities like debating, dramatics, dance, music, play, literary, fine arts, NSS and sports. For overall coordination of Students Association activities, a faculty member is assigned the role of the staff advisor. Students actively participate in intra and inter college events throughout the year and bring several laurels to the college.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 16.67

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 6.92

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	34.52	0	2.39

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

The college is using updated online internal digital library management system software (<http://bsk.scslib.in/>) as well as SOUL 2.0. The online internal digital library management system software is fully automated and we are a member of INFLIBNET. The software stores the college library books print the barcodes for every book.

File Description	Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: D. Any 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 0

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

In the year 1995, a Computer Center was set up. Courses were started by outsourcing them to the experts in the specialization areas of data analysis, online information sourcing, evaluation methodologies. Besides this there are classes on basics of computer - Microsoft office (MS Word, MS Excel and Microsoft power point, MS Access), Adobe Photoshop, Corel Draw and Flash. The first LCD projector was purchased by the College in the year 2010. Faculty was outsourced from reputed computer institutes to transact various courses. The IT system was overhauled and in the year 2017, radio frequency link was set up and Wi-Fi cables were laid to enable internet connectivity on campus with the speed of upto 7 mbps, which is extended to Wi-Fi network and makes the college campus Wi-Fi enabled.

In 2017 college buildings were made Wi-Fi enabled. CRCs have dedicated Server Rooms in their respective locations from which Active Directory, ERP Solution, Accounting Package host are accessed. College has a duly formed committee for CRC, which looks after maintenance and computer (and its peripherals) usage policies. This committee monitors policies concerning issue of LCD projector, laptops to students and faculty, and also printing facilities availed by the students and staff (faculty and non-teaching). There is a website coordinator who ensures that college website is updated time to time. Moreover all important notices concerning academics, examinations, assignments are uploaded on the website duly approved by the Coordinator and the Principal.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 2952

4.3.3 Bandwidth of internet connection in the Institution

Response: E. < 05 MBPS

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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.

Response:

Staff Council committees have been constituted for maintenance of infrastructure facilities and equipment.

1. Building and Maintenance Committee
2. Purchase Committee
3. Garden Committee
4. Library Advisory Committee
5. Computer Resource Center Committee

The Building Committee is constituted under the Chairmanship of the College. It creates necessary arrangements for adding new academic infrastructure in the college as per the needs of the departments/college. It also carries out the required civil works in the college such as whitewashing, constructing / renovating buildings and other repair works.

Purchase Committee-The equipment, instruments and items for use in the laboratories are purchased after prior approval and scrutiny to ensure optimal utilization of funds allocated to the respective departments each academic year. Purchase Committee approves its expenditure based on quotes and technical quotations.

Garden Committee- It comprises of one convener and atleast two teachers from the campus and one Faculty member from the botany / horticulture background. The College has a team of efficient and experienced gardenersto maintain the lawns and flora of the College. Planting of seasonal trees is carried in the college regularly. Lawn is maintained on regular basis.

Library Advisory Committee- College Library Advisory Committee includes all heads of departments, Prof-in-charge and two other teachers. Most issues concerning purchase, issue and up-gradation of library facilities are decided in this committee.

Computer Resource Center Committee-There is a coordinator for the computer resource center who monitors use and maintenance of the computer labs in college. There is a website coordinator to manage and look into information sharing and uploading on college website.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 1.99

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2018-19	2017-18	2016-17	2015-16	2014-15
98	123	118	12	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Institutional data in prescribed format

Document

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills

2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: E. None of the above

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 1.23

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 11

File Description	Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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) year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 3

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) year-wise during the last five years.

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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)

Response:

BSK College has a very organized and democratically elected Students Association. The student association has elected office bearers comprising a president, vice president, secretary, treasurer and student representatives from first and second year. There are elected positions for looking after extracurricular activities, hospitality issues, and other cultural and academic events throughout the year besides students in other supporting positions. The Student Association is guided by staff advisors and the Principal of the college and they work to enrich the cultural and corporate life of the college providing opportunities to students to expand their horizons. The various societies provide a platform for participation of students in Intra-College as well as Inter-College events under the Students' Association. The student staff advisors chosen from the college faculty, guide and mentor the association. Various academic and administrative bodies that have student representatives on them include Students' association members in Anti-Ragging committee, ICC (Internal Complaints Committee), JCC (Joint Consultative committee). The college has a semi-structured calendar for Student Association Events within the annual cycle. These events are led by the students and conceptualized in consultation with staff advisors. These events broaden the scope of education besides providing students an opportunity to show-case their talents and learn managerial and organizational competencies. The events can be

classified as: Initiating the new students through Orientation and Spot the Talent features, National Memorial days: Gandhi Jayanti, Independence Day, Socio-Cultural events: Teacher's Day, Classical art performances, Farewell to outgoing students and Faculty.

Competitions and campaigns: Inter college events in different areas comprising of

? Intra- college competitions between different class students or to identify talent to represent college.

? Local Inter College competitions: Outstanding talent identified through the above events represents the college in group events or solo performances in festivals organized by colleges.

? Out-station events: The Annual Youth Festival is held every year in November/December by the University for the students.

The funds for the same are raised by the students and over the years they have created excellence in fashion shows, dances and one act plays. The College Magazine provides an opportunity to the students to express their flair for writing and creativity through articles, poetry, photographs, paintings, sketches etc. It also highlights the major accolades and prizes won by the students in various national and inter- college competitions.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 5.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	5	3	3	2

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

Alumni Association (AA) is an integral continuation of the relationship of the students with their alma mater. AA is an active body with many alumnae as its members. It has a very active calendar of activities through which it connects not only with the college activities but also brings under its fold the alumni for various projects and events. Every year it confers upon one of its illustrious alumna, the

Distinguished Alumna Award. It also organizes various educational and entertainment programmes. All former faculty members and Alumni are invited to all formal functions of the college. An alumni meet is organised every year. An annual event is the welcome party organized by AA for induction of the outgoing batch into the association. The association also participates in the college festival and invites alumnae to showcase their expertise and products by providing them stalls. AA has mandated to honour all their retired faculty from time to time by organizing special events. They also provide special recognition to silver and golden jubilee batches and give them souvenirs like mugs, shawls, coasters etc. AA function is attended by almost 500 people. On joining the college, a student becomes a member of the BSK College Family and hence the Alumni Association. In order to achieve this, the student pays life membership charges in third year. The college conducts meetings with its Alumni Association (AA) which provides a platform to the former students to provide suggestions with respect to the functioning and infrastructure of the institution. Alumni meets are also held by various departments where the former students share their industry experiences with the students which enables them to gear up for the competitive world. They are also invited on Founders' Day function. The college utilises the intellectual inputs of its alumni working in the academic or professional fields to enrich the curriculum and enhance the quality of curriculum implementation by conveying the suggestions to the University.

Meets at the department level, inviting them for special lectures, as examiners for various practical examinations, for evaluation of projects, inviting as speakers during the orientation programmes or seminars, as chairpersons in panel discussion, as mentors for innovation projects for the UG students of the departments are some of the activities in which the Alumni are involved by the institution. Students are placed as interns in NGO, industries, schools, projects supported by the alumni. The college also has a Facebook page connecting their alumni. The AA has been providing financial support to the college by instituting scholarships, building of infrastructure like specialised labs and instituting lectures and public events.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

The vision and mission of the college is as follows:-

Vision:

- ? To enlighten as many students as possible through higher education apart from rendering social upliftment programmes.
- ? To help students develop a healthy outlook and positive thinking. It aims to make students creative.
- ? To provide a disciplined environment in order to foster positive growth of students.
- ? To provide a kind of education that will promote human values, professionalism and a scientific outlook in all sections of students including ST, SC, OBC and religious minorities.
- ? To provide special attention to female students, their needs and welfare.

Mission:

- ? To provide high quality education to students and foster their multi -faceted development.
- ? To provide and promote inclusive education for all.
- ? To organize academic programmes based on local as well as national requirements.
- ? To have a curriculum that is student -centric so that students are able to harness their potential to the maximum.
- ? To foster education, peace and justice in students.
- ? To make students aware of their social responsibilities.
- ? To help students learn to respect the dignity of every individual.

For fulfillment of the college's vision and mission, the leadership strives to maintain an open and interactive environment. All stakeholders are actively encouraged to participate and voice their perspectives for effective decision making and policy formulation. A two-way communication channel between the staff and the leadership is an important feature of the college. The Principal interacts with staff and students at formal and informal levels, on various occasions. The executive authority exercises general supervision and control of the affairs of the college. The departments and its committees form the grass root level bodies - the micro level structure for the smooth implementation of the staff council directives. Departments-in-charge meet the Principal who usually participates in departmental meetings and activities when required. The college has a Staff Association and non-teaching staff members on Grievance Committee and students' association member who represent the issues and welfare of their respective bodies to the authorities. They provide informal feedback. Interaction with students is a continuous process, Joint Consultative Committee is a forum where students and teachers meet to discuss issues and seek feedback about various aspects of the college functioning.

The leadership of the college supports faculty endeavors in getting funding and sponsorship from different government agencies, private organizations for organizing seminars, workshops and community initiatives. The management also motivates teachers and students to undertake applied research projects and innovative projects. High-quality teaching-learning through innovative methods is emphasized for high academic achievement that is also linked with successful careers for students. Appropriately adapting and responding to changing academic and societal environment is a key to the functioning

of the college at all levels. The staff and administration work enthusiastically to comprehend and articulate rapid changes in the academic structure and functioning of the college. The Principal and Staff work in complete unison with each other, in tune with the vision and mission of the college

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

Response:

BSK College encourages a culture of participative management by involving staff members in a number of administrative roles. The college promotes a culture of participative management as all college operations are managed by committees constituted for academic and non-academic activities. Major committees comprise teachers and many include non-teaching staff and students as well. The college has created a de-centralised structure for decision making where the various committees take decisions in the presence of the Principal. Various committees are constituted by the Principal for managing different functions of the college. The various committees are responsible for college time table, allocation of co-curricular work, purchases, organizing admission, grievance redressal, women's cell, looking after the welfare of students, preparing working guidelines for effective functioning of the college. The various committees along with the Principal chalk out the execution plans. A report of yearly activities is prepared by the IQAC. The financial powers are regulated by Bursar I and Bursar II who keep a vigilant eye on the various accounts of the college. No financial decision can be taken by the Principal without taking the Accounts Section into confidence. The Examination Section takes care of all the examinations that are conducted in the College including the Internal examinations and University examinations. Other issues relating to exams are also sorted out by the Examination department. The Library is in the hand of the Library committee and the librarian who keep track of books issued and books ordered. Continuous evaluation, student appraisal and keeping strict vigil on students' attendance every month has helped in improving regularity and performance.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The quality policy of the college is in alignment with the parent University and the UGC. All the strategic plan and deployment documents are sent by the BBMK University and many are available on the BBMK University website. Many of the academic quality policies are framed by the University and implemented through various committees of the University which are monitored by the Vice-Chancellor. The college has regularly enhanced infrastructure and developed capacities for teaching and research of staff according to the changing academic and social environment. Following are some of the committees of the college that monitor quality. Departmental Committee : Student's performance in examinations and their results are discussed in the meetings of individual departments with the Principal and in the

Staff Council meetings. Measures are implemented to enhance students' performance. Academic Committee controls and monitors the academic workload and exam results of students. This committee along with time table committee scrutinizes the student-teacher ratio, sanctioned work load and adherence to time table. It also decides and monitors internal assessment and marking scheme of practicals. This committee looks at revision and newer approaches in transacting of syllabi. Time Table committee: The departments along with central time table committee decides workload each year. After the UG time tables are prepared by central committee, the Time Tables are uploaded on the website before the session begins every semester. Development Committee and Building Committee monitor the upkeep and maintenance of the building. The committee facilitates repairs and replacements as and when required in the building as per curricular needs. Student Advisory Committee and Discipline committee handle student activities and maintain discipline. To maintain quality in the work environment and to create open and safe environments for individuals to work in the college, the college has duly constituted an Anti-ragging and Anti-tobacco Cell and a College Complaints Committee (against sexual harassment). College has an equal opportunity cell to address the issues related to students belonging to Schedule Caste/Schedule Tribe, Other Backward Caste and minorities and the persons with disabilities (PWDs) on a continual basis. When CBCS was introduced in the University in 2015, the College introduced it by following the policies and instructions as given by the University. All departments held several meeting to introduce CBCS. The faculty is continuously working on the marking scheme every year as the formative assignments and workload of teachers change.

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

Response:

The college functions under the supervision of the BBMK University. Principal is the chief executive and administrator of the college who coordinates all the activities of the college. Principal is also the ex-officio chairperson of the Staff Council which functions through various committees to carry out various functions of the college. The decisions related to academics like workload calculation, library purchases, time tables, maintenance of infrastructure, admission etc. are taken by the College through its committees, subject to provisions and ordinances of the BBMK University. The Prof-in-Charge, Bursar, Librarian, Head Clerk, Faculty Clerks carry out all the functions of the college. The college has a well defined organisational structure in the administration staff and laboratory staff. Hierarchy of the staff, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism is defined as per the rules of the University and approved staffing pattern of the UGC.

6.2.3 Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

As per the BBMK University norms the following facilities are available to all permanent teaching and non- teaching staff:

Faculty appointments prior to 2010 are eligible for pension benefits on retirement. Faculty after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms. Leave to teaching and non-teaching staff are given as per the guidelines of the University and UGC. Festival advance and house building loans facility are also available as per University guidelines. The college has provision for admissions of eligible wards of employees.PF loans are sanctioned as per GOI rules. Residential Quarters are provided for teaching and non-teaching staff maintained by the Damodar Valley Corporation on a charge of nominal rent and electricity bill. The Principal of the college is also provided a residence by the DVC.

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 8.92

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	1	2	1

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The performance appraisal system of teaching staff is under the guidelines of BBMK University. All teachers fill a comprehensive Self-Assessment Performa at the time of their promotion. The teachers maintain records of teaching, examination, college work, research and project to calculate API scores. For non-teaching staff Annual Performance Assessment Report (APAR) is maintained for every employee. Every year individual employees and their reporting officers fills the APAR. At the time of promotion a chart is prepared which is displayed on the notice board depicting the marks scored by the employee annually on APAR which along with examination and interview are counted for

promotion.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college conducts regular internal and external financial audits as per the requirement of BBMK University and UGC. The accountant of the college submits a detailed quarterly report to the Principal for planning and monitoring. An Annual statutory report is prepared by an external auditor. The college external auditor is D. N. Dokania & Associates. They prepare an external audit report which is then sent regularly to UGC through BBMK University.

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college follows the strategies for mobilisation of funds and optimal utilisation of resources as directed by the UGC. The college accounts department prepares an annual budget estimate in consultation with all the departments and the Principal. This estimate is then sent to UGC by accounts department of the college. The college then receives budget approval letter from UGC on the basis of which all financial utilisation of funds take place. For major expenses, approval from Registrar of BBMKU is taken after recommendation from the Accounts Section of the college. Bursar I and accountant play a major role in running the financial requirements of the college by preparing annual budgets which are sent to the BBMK University for approval and funds thereafter.

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

Response:

From 20.04.2015 onwards, IQAC was constituted with the following goals-

- ? Communication of information on the various quality parameters of higher education.
- ? Development of quality benchmarks for the various academic and administrative activities of the institution.
- ? Documentation of the various activities leading to quality improvement.
- ? Obtaining, analysing action taken on feedback responses from students, parents, and alumni on quality-related institutional processes.
- ? Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters after the first cycle of NAAC.

Various key areas for regular monitoring and documentation by IQAC are-

- ? Curriculum Development Options of skill papers in order to enhance quality bar.
- ? Organising of lectures by prominent speakers in different areas.
- ? Organisation of Annual lectures by each department every year.
- ? Participation in Innovation and Research funded Projects.
- ? Consultation with various organizations.
- ? Membership of Board of Studies of eminent National Institutes.

Extension activities for community development.

- ? Organisation of Remedial classes and Student counselling sessions.
- ? Feedback from stakeholders which was earlier taken by individual teachers will now be documented in a centralized committee.
- ? Collaboration with Industry and placement meet.
- ? Initiatives to maintain structure of the College.
- ? Effective involvement of Alumni.
- ? Quality assurance is a dynamic process and we are moving towards documentation of strategies and processes as per new guidelines for IQAC.

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

IQAC has been constituted as per the NAAC guidelines. However, the institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through its various Staff Council committees like the Academic Committee, Assessment Committee, Placement Cell, etc. Students' Internal assessment and attendance is monitored and evaluated at periodic intervals. Placement cell in collaboration with several companies organizes annual placement drives. The academic committee reviews the results and plans activities for the academic growth of the institution at large. Various quality initiatives for improving the teaching-learning process taken by the Institute have been organizing of seminars, workshops, faculty enrichment programs and training for faculty as well as students. Value-added courses for students include classes on use of ICT in teaching and learning, E-resources for various courses are regularly shared with students. Feedback from students, alumni and parents have formally been taken from 2015 and the data analyzed. The feedback forms are available on the college website.

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - 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 last five years.

Response:

The College campus is suitable for female students. The main building is under the surveillance of CCTV. The outer side of the main building is under CCTV surveillance. Very rare unfortunate incidents happen as the college campus is friendly to female students. Their safety and security is linked with the prestige of the college. Male students are well counseled on how to respect female students and how to behave with them. Female Students are counseled on how to behave with male students.

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy**
- 2.Biogas plant**
- 3.Wheeling to the Grid**
- 4.Sensor-based energy conservation**
- 5. Use of LED bulbs/ power efficient equipment**

Response: D. 1 of the above

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management**
- Liquid waste management**
- Biomedical waste management**
- E-waste management**
- Waste recycling system**
- Hazardous chemicals and radioactive waste management**

Response:

Solid Waste Management- With smart initiatives like Go Green Campus Model, Waste Management is helping our college, to achieve a higher level of environmental performance. All the waste from the campus's canteen is collected and segregated into wet, dry and plastic waste. Biodegradable materials such as Food waste from college and canteen are converted into manure in compost pits which are used as an organic fertilizer for the garden. Non-biodegradable materials such as paper and plastic waste are segregated and resold by the college. Liquid waste management- The liquid waste generated in the chemistry laboratory is disposed off through proper channel. The audit committee studied the Water conservation and prevention of water wastage in the campus. The College is contemplating installing the water harvesting system. The drinking water in the campus is being analyzed by the

College. E- waste management- E-waste corner has been set up inside the physics laboratory where the college e-waste is collected from time to time. Awareness is generated among the students, teachers and the non-teaching staff to dump their personal e-waste into the bin. The non-working computer spare parts and other non-working equipment are safely disposed outside. The cartridge of laser printers is refilled outside the college campus. UPS Batteries are recharged / repaired / exchanged by the suppliers. Waste compact discs are used by students in Tinkering

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell / Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: D.1 of the above

7.1.5 Green campus initiatives include:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

Response: E. None of the above

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions / awards**
- 5. Beyond the campus environmental promotion activities**

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1. Built environment with ramps/lifts for easy access to classrooms.**
- 2. Divyangjan friendly washrooms**
- 3. Signage including tactile path, lights, display boards and signposts**
- 4. Assistive technology and facilities for 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**

Response: D.1 of the above

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 500 words).

Response:

The institution is located in the serene township of Maithon in the district of Dhanbad. It is close to the West Bengal border which results in a constant inflow of students from Bengal and an amalgamation of cultures takes place on the campus. There is 21 acres of green campus enveloped with residential areas, roads and basic amenities. Over 7000 students along with 12 faculty members come from various cultural backgrounds and add to the rich cultural diversity witnessed on the campus. Many competitions such as 'Rangoli' and classical dance find place in the Youth Festival organised by the University and display the enthusiasm and teamwork of the faculty with the students. The institute takes extra efforts in providing an inclusive environment for all the students and employees.

Tolerance and harmony to cultural, regional, linguistic, communal, socio-economic and other diversities is best achieved by The Youth Festival organised by BBMK University which is an annual event where the Institute encourages students to participate in songs and dance along with other cultural events. Regional events are also celebrated at the institution in accordance with the calendar provided by the university. International Yoga day is celebrated every year. The students cultural programmes always have themes of communal and inter-religious harmony. Social connect with rural people residing in and around the institute is also encouraged respecting the cultural, communal, socio-economic and linguistic values of locals through NSS programmes.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

During the last five years, various initiatives have been taken by the College for sensitization of students and employees to their constitutional obligations: values, rights, duties, and responsibilities. As is mentioned in the vision statement of the College, the College strives in a focussed manner to create responsible citizens. We can begin with the classroom seminars which are held at regular intervals so as to inculcate values among students. Apart from that, important days such as Independence Day, Gandhi Jayanti, Youth Day, National Unity Day, International Women's Day, International Yoga Day, and Constitution Day are organized every year. Students are asked to write essays, make speeches, and recite poems, sing songs, and present dances on the relevant subjects during these days. All the teachers including the Principal are generally present in all such functions and many of them present their views in a very inspiring way. Organizing such functions go a long way in sensitizing the students and employees to their Constitutional responsibilities. Every step of the corporate life of the institution, the emphasis is laid on the development of scientific temper in the students and the employees and society at large. The NSS Unit of the college frequently runs special drives of cleanliness and hygiene. The college caters to the educational needs of students coming from various personal faiths and beliefs. The college becomes a laboratory of communal harmony and the students inculcate the habits of liberty, fraternity, and equality on a daily basis

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: D. 1 of the above

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college celebrates the following—
World Disability Day 3rd December
National Voters' Day 25th January
Human Rights Day 10th December
International Women's Day 8th March
Republic Day 26th January
Independence Day 15th August
World Environment Day 5th June
NCC Day 27th November
International Mother tongue Day 21st February
NSS Day 24th September
Birth Anniversary of Rabindra Nath Tagore 8th May
Death Anniversary of Rabindra Nath Tagore 8th August
International Ozone Day 8th September

7.2 Best Practices

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

Response:

1. Title of the Practice : National Service Scheme (NSS) The college has a strong NSS wing working under the NSS Cell. The institution promotes NSS for the all round development and character building of the students as well as to extend its activity at the community level. NSS is the platform for community service. The college has adopted Kalimati and Aamkura village for its extension activity. This is a very under-developed village. Hence under NSS the college promotes extension work bringing together the campus and the community. The college follows Regular Activity and Special Camp Activity to

help students understand the community in which they work and also understand themselves in relation to their community, identify the needs and problems of the community and involve them in problem solving and help them to develop among themselves a sense of social and civic responsibility. Such activities help them to gain skills in mobilizing community participation and practice national integration and social harmony.

The Context: The activities need to be scheduled as per the convenience of the women who are otherwise engaged in household and other chores. Sufficient mobilization is needed to introduce new ideas to the girl children as they lose interest very easily. Organizing health awareness programme is equally challenging as they seem to hold strong affinity to the age old misconceptions regarding female health pertaining to puberty and motherhood. The planning and designing of programmes need to be done accordingly. The NSS through the Regular Activity and Special Camp activity involve the teachers, students and the dwellers of the village in Health Awareness Programmes on Cervical Cancer, Breast Cancer, free eye check-up, Thalassemia detection test, Blood Donation Camp, Tree Plantation Day, Skill development through workshops and formation Self-help Group Cultural programmes involving the students and the children of the village.

Cleanliness Drives-Swachha Bharat Mission- keeping the college campus and surrounding clean through awareness generation. No Plastic campaigns-College has declared its campus as Plastic Free Zone. Clean Campus Mission- Awareness Programme with the hawkers around the college campus and about how to keep the locality clean by using bins and discarding the use of carry bags. Surveys among the slum dwellers on health, education and environmental awareness. Awareness generation on E-waste and establishment of E-waste Corner, Plastic-free campus and drive for introducing paper bags replacing plastic bags and earthen pots replacing plastic tea cups. The NSS volunteers are involved in this mission. They prepare paper bags and distribute them to the college canteen and the hawkers around the college.

Evidence of Success The community service extended to the village dwellers has been rewarding. The college being a co-educational college, has concentrated more on the empowerment of women and girl children of the village. The NSS cell for over two years has concentrated mainly on the skill development of the women and girl children. Workshops have been organized from time to time in the college campus on making jute products, paper jewellery, jewellery from recycling of plastics, decorative items using shilpakar and various printing techniques using fabric colours like kantha stitch and bandhej. This skill development training has encouraged a group of volunteers to form a self-help group. (104 Words)

Problems Encountered and Resources Required The NSS Cell of the college has a separate committee with energetic young and senior teachers. The Programme Officer of NSS has completed Orientation Programme from TORC.

The College extends all-encompassing support. The committees concerned take decisions on regular activities and special camp activities through periodic meetings. The limited grant allotted by the Central Government is a constraint in itself. Apart from this, sometimes the Volunteers find it difficult to encourage the female crowd to invest adequate time in learning skills. This is mainly because the female crowd is either working as domestic helpers or are engaged in family chores and rearing up children.

Notes The campus- community interaction serves a dual purpose. On the one hand it encourages social mixing among a diversified crowd promoting communal harmony and fraternity and on the other hand such frequent interactions and visits to the college campus by the young girls raises enthusiasm among them to join higher institutions of study for a better future.

2. Title of the Practice: Centralized Internal Assessment Cell

Objective:

The main purpose of introducing Internal Assessment Cell in BSK College is to bring transparency in the periodic evaluation of teaching learning process. The Internal Assessment Cell assesses the performance of

students over a well-distributed interval of time within the semester and to make the examination an internal and integral part of the teaching process. It is taking into account a number of essential abilities such as drive and capacity for hard work, leadership and team-work, motivation, quality of imagination, intuition and speculation, skilled use of hands, etc. (83 Words)

The Context: Internal Assessment is a continuous, periodic and internal process in which assessment is done.

Internal assessment tests are conducted by the college while semester-end examinations are conducted by the University. Internal assessment is to be assessed by the faculty of the particular course and no external teacher or instructor is involved in this. Internal assessment demands the outcome of the students and helps in assessing the ability and skills of the students. Internal Assessment Cell is basically a well-defined and transparent methodology to evaluate the robustness of internal assessments meant for eradicating the problems relating to our examination system. A good internal evaluation system allows teachers of various courses to evaluate the performance of their students in accordance with the objectives they have set before themselves. (120 Words)

The Practice: BSK College is affiliated to BBMK University, Dhanbad and the rules and regulations for evaluation process are laid down by the affiliating University and are communicated to students through syllabus copies supplied in the beginning of first year of their academic program. Internal Assessment Section is headed by the Principal and assisted by Examination Controller and Deputy Controller. An internal assessment test committee is established in the campus with Principal as the head and representatives from all the departments as IA coordinators. IA Committee Meetings are conducted on a regular basis. The Exam Cell is well established in terms of infrastructure, computing, printing and intercom facilities. The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar. The internal assessment evaluation process is communicated to students by the respective faculty and also during orientation program for first year students. Syllabus for internal assessment is communicated to students well in advance. Question papers are set based on Course outcomes and are approved by heads of the department. Internal assessment marks are displayed on the notice board and on the website. Any grievance related to evaluation is handled by faculty and Head of the department if necessary. Internal question paper setting process is as follows:

Evidence of Success: The success rate in the final university exam has improved after the implementation of the internal assessment cell. Consistent pass percentage as well as an increase in the number of University Ranks holders in UG has been witnessed over the years. All internal exams related works are done in a confidential manner. Transparency in exam and there is no chance of malpractice or injustice. The institution follows a very clear, well-planned calendar which schedules the examination. The faculty members complete the evaluation within a stipulated time. The students with less marks in the respective subjects are identified by the faculty and remedial /tutorial classes are given on that basis. This system adopted by the college is producing good quality professionals who are facing the placement interviews with confidence and competence.

Problems Encountered: Nil.

Resources Required: A body of dedicated faculties and supporting staff. An academic calendar clearly specifying the date/time of various academic events to take place during the academic session is notified prior to the commencement of the academic session. A committee is constituted to monitor every program of the institute.

Future plans: Reaching of student IA marks to Parents via SMS.

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The Institution is placed in a tribal dominated area with small villages in the vicinity. These tribals have their regional languages and have a separate identity. It is the pious aspiration of the Institution to preserve these tribals and help them acquire education and be at par with the developing world. To achieve this, the institution sees to it that NSS (National Service Scheme) helps to make students aware of the existence of such ethnic minorities and to ensure that their identity is not harmed and their privacy is not breached in any manner. The NSS organizes several programmes at regular intervals, teaching skills like growing mushrooms, organising job fairs, cleanliness drives in which students coming from these rural backgrounds are especially encouraged to participate actively. Besides, there is reservation of seats for SC/ ST/OBC which ensures education to them at a very reduced rate. Even at Youth Festival, tribal dances are preferred for performance to help these students overcome their stage fright and shyness.

5. CONCLUSION

Additional Information :

The Maithon Dam project belongs to the D.V.C which was established in 1948 for the development of the Damodar valley area. By 1966 the Nirsa-Kumardubi-Chirkunda area had already become an industrial hub. Plants of the McNally Bharat Limited, Kumardubi Engineering Works, K.F.S and a large number of ceramic factories manufacturing fire bricks were present. The collieries of Nirsa-Mugma-Kumardubi belt (now it is a part of Eastern Coalfield Limited and Bharat Coking Coal Limited) were already functioning. Besides, there was a sizeable population of Santhal tribes in the area. However, there was no college for higher education in the locality. B.S.K.College, Maithon was established to cater to the needs of higher education in this very important belt of Damodar valley.

Concluding Remarks :

The college has entire necessary infrastructure for further growth. The college is in possession of about 21 acres of land for its various needs. Water, power, hostel and banking facilities are available. The semester system (under CBCS) adopted by the university is being implemented. Various other development measures will be implemented as per the guidelines of the University. This educational institution is destined to play a bigger role in the future.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 4 Answer after DVV Verification: 20</p> <p>Remark : DVV has made the changes as per IIQA.</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr></thead><tbody><tr><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table> <p>Answer After DVV Verification :</p> <table border="1"><thead><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table> <p>Remark : DVV has made the changes as per HEI clarification.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	1	0	0	0	0	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
1	0	0	0	0																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr></thead><tbody><tr><td>20</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table> <p>Answer After DVV Verification :</p> <table border="1"><thead><tr><th>2018-19</th><th>2017-18</th><th>2016-17</th><th>2015-16</th><th>2014-15</th></tr></thead><tbody><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></tbody></table> <p>Remark : DVV has made the changes as per HEI clarification.</p>	2018-19	2017-18	2016-17	2015-16	2014-15	20	0	0	0	0	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
20	0	0	0	0																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	
1.3.3	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest</p>																				

completed academic year

1.3.3.1. Number of students undertaking project work/field work / internships

Answer before DVV Verification : 219

Answer after DVV Verification: 0

Remark : DVV has not consider provided list for students undertaking project work/field work/ internships by HEI.

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

1) Students

2) Teachers

3) Employers

4) Alumni

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : DVV has made the changes as per provided report by HEI.

1.4.2 **Feedback process of the Institution may be classified as follows:**

Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: E. Feedback not collected

Remark : Relevant feedback form and action taken report not shared by HEI.

2.1.1 **Average Enrolment percentage (Average of last five years)**

2.1.1.1. Number of students admitted year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
866	1487	1292	1072	1868

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1388	1040	1566	1318	1212

2.1.1.2. Number of sanctioned seats year wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3840	3840	3840	3840	3840

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3840	3840	3840	3840	3840

Remark : DVV has given the input as per provided report by HEI.

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

2.3.3.1. Number of mentors

Answer before DVV Verification : 16

Answer after DVV Verification: 0

Remark : Supporting document not shared by HEI.

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
10	14	14	16	17

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	3	2

Remark : DVV has made the changes as per shared Ph.D certificate of teachers by HEI.

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

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 238

Answer after DVV Verification: 297

Remark : DVV has made the changes as per shared experience details of teachers by HEI.

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
9	2	9	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	0	0	0

Remark : DVV has made the changes as per shared report of Seminars/conferences/workshops by HEI. DVV has not considered Mahila Sashaktikaran (Pol.Sc.) Effects of Environmental Pollution on Health(Economics) Shakespearean Sonnets (English) Migration of Labour in India (Commerce) Antarashtriya Mahila Diwas (Pol.Sc.) Vartaman Daur Mein Manavadhikar Ki Bhoomika(Pol.Sc.) Soordas Ki Kavya Drishti (Hindi) Optical fibres (Physics), Guy de Maupassant (English) Operation Research (Maths) Life Science (Botany and Zoology) The Genius of R. K. Narayan(English) Sanghavad Awam Bharatiya Sanghwad (Pol. Sc.) Rashtriya Shakti (Pol. Sc.) Biharilal Ka Kavya Saundarya (Hindi)

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Shared first page of books and chapters has not reflect ISBN number.

3.3.2 Number of awards and recognitions received for extension activities from government/

government recognised bodies during the last five years

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Awards received for sports and cultural activities has not considered on this metric.

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	0	0	0

Remark : DVV has made the changes as per shared report for the year 2017-18. Report for extension and outreach Programs for 2014-15, 2015-16, 2016-17, 2018-19 has not shared by HEI.

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
77	23	30	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	72	0	0	0

Remark : DVV has made the changes as per shared report for the year 2017-18. Report for extension and outreach Programs for 2014-15, 2015-16, 2016-17, 2018-19 has not shared by HEI.

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

Remark : DVV has made the changes as per considering only proper MoUs.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 2

Answer after DVV Verification: 1

Remark : DVV has made the changes as per geotagged photo of classroom shared by HEI.

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	5.31	3.45	0	0.23

Answer After DVV Verification :

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2018-19	2017-18	2016-17	2015-16	2014-15
0	0	34.52	0	2.39

Remark : DVV has made the changes as per infrastructure expense signed by CA.

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: D. Any 1 of the above

Remark : DVV has select D. Any 1 of the above as per screenshot of N-list shared by HEI.

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2.33	5.03	5.04	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI has not shared data for purchase of books/e-books and subscription to journals/e-journals. Shared library expense not reflect which expense included in library expense.

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

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

Answer before DVV Verification : 120

Answer after DVV Verification: 0

Remark : Shared link has password protected and unable to open .

4.3.3 Bandwidth of internet connection in the Institution

Answer before DVV Verification : D. 5 MBPS – 10 MBPS
 Answer After DVV Verification: E. < 5 MBPS
 Remark : DVV has select E. < 05 MBPS as per supporting bill shared by HEI.

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
176	339	220	71	28

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
98	123	118	12	0

Remark : DVV has made the changes as per shared scholarship details by HEI.

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

5.1.2.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
176	339	220	71	28

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Sanctioned letter/scholarship details provided by non-government has not shared by HEI.

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

- 1. Soft skills**

2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: D. 1 of the above

Remark : DVV has select D. 1 of the above as per shared report of Yoga by HEI.

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
200	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI has not shared proper report with list of benefited students.

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: E. None of the above

Remark : Supporting documents has not shared by HEI.

5.2.2 Average percentage of students progressing to higher education during the last five years

5.2.2.1. Number of outgoing student progressing to higher education.

Answer before DVV Verification : 18

Answer after DVV Verification: 11

Remark : DVV has made the changes as per pro-rata basis of shared higher certificates by HEI.

5.3.1 **Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

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) year-wise during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	1	1	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	0	0

Remark : DVV has made the changes as per shared e-copies of awards by HEI. DVV has not considered Participation certificate.

5.3.3 **Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
107	46	66	45	43

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
13	5	3	3	2

Remark : DVV has made the changes as per pro-rata basis of report and certificates of events/competitions by HEI.

6.2.3 **Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

	<p>Remark : DVV has select C. 2 of the above as per provided report by HEI.</p>
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: E. None of the above Remark : DVV has select E. None of the above because relevant supporting's has not shared by HEI.</p>
7.1.6	<p>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : D.1 of the above Answer After DVV Verification: E. None of the above Remark : DVV has select E. None of the above because authenticated report has not shared by HEI.</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for 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 <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D.1 of the above Remark : DVV has select D.1 of the above as per shared Geo tagged photos of Ramp and Rails by HEI.</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website

2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: D. 1 of the above

Remark : DVV has select D. 1 of the above as per shared code of conduct by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>298</td> <td>250</td> <td>234</td> <td>218</td> <td>218</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	20	20	20	20	20	2018-19	2017-18	2016-17	2015-16	2014-15	298	250	234	218	218
2018-19	2017-18	2016-17	2015-16	2014-15																	
20	20	20	20	20																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
298	250	234	218	218																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	4	4	4	4	4	2018-19	2017-18	2016-17	2015-16	2014-15	20	20	20	20	20
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4	4	4	4	4																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
20	20	20	20	20																	
2.1	<p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>866</td> <td>1487</td> <td>1292</td> <td>1072</td> <td>1868</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2952</td> <td>3844</td> <td>3774</td> <td>4198</td> <td>5433</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	866	1487	1292	1072	1868	2018-19	2017-18	2016-17	2015-16	2014-15	2952	3844	3774	4198	5433
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2952	3844	3774	4198	5433																	
2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during</p>																				

last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2070	1920	1920	1920	1920

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1920	1920	1920	1920	1920

2.3 Number of outgoing / final year students year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
982	745	902	1634	1549

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
893	1	1698	1983	1530

3.1 Total number of classrooms and seminar halls

Answer before DVV Verification : 16

Answer after DVV Verification : 6

3.2 Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1.09	1.08	1.07	9.32	9.73

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	107.38	93.23	97.27

3.3 Number of Computers

Answer before DVV Verification : 60

Answer after DVV Verification : 20

3.4 Total number of computers in the campus for academic purpose

Answer before DVV Verification : 10

Answer after DVV Verification : 1