Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**HIRALAL BHAKAT COLLEGE**
Name of the head of the Institution	**Shri Debabrata Saha**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**+919647620782**
Mobile no.	**8145316609**
Registered Email	**iqac@hbcnht.edu.in**
Alternate Email	**hbcollege@gmail.com**
Address	**Nalhati College More Birbhum**
City/Town	**Nalhati**
State/UT	**West Bengal**
Pincode	**731220**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Gautam Sen**
Phone no/Alternate Phone no.	**+919434182461**
Mobile no.	**9836782254**
Registered Email	**iqac@hbcnht.edu.in**
Alternate Email	**hbcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.hbcnht.in/aqar.php

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.hbcnht.in/academic_calendar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.05**	**2016**	**05-Nov-2016**	**04-Nov-2021**
1	**C**	**65.5**	**2007**	**31-Mar-2007**	**30-Mar-2012**

6. Date of Establishment of IQAC	**20-Apr-2007**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Organizing the academic programmes befitting to the guidelines of UGC and	**09-Jul-2016** **1**	**31**

the University of Burdwan .		
Workshop for renovation infrastructural facilities for students	12-Aug-2016 1	60
Implementation of government grants and own financial resources for building up proper infrastructure	30-Aug-2016 1	65
Encouraging the students toward co-curricular and extracurricular activities	14-Oct-2016 1	450
Implementing additional tutorial classes	22-Oct-2016 1	210
Maintaining and improving the proper teacher-students ratio throughout the year.	02-Nov-2016 1	30
Ensuring and improving feedback mechanism	21-Dec-2016 1	1223
Partial digitization of the administration and complete digitization of finance	03-Jan-2017 1	42
Organizing orientation programme for the staff in using modern teaching and administrative methods.	20-Feb-2017 1	23
Regularization of the use of ICT as teaching aids	15-Mar-2017 1	22

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Hiralal Bhakat College	Virtual Class Room	State Govt	2016 1	300000
Hiralal Bhakat College	Grant-in- Head 31 & 35	UGC	2016 1	1387745
Hiralal Bhakat College	GYM	MP LAD	2016 1	700000
Hiralal Bhakat College	Cultural Stage	MP LAD	2016 1	700000

Hiralal Bhakat College	NCC	Govt. of India	2016 1	48797
Hiralal Bhakat College	Cultural Activities	Parliamentary Affairs	2016 1	12140
Hiralal Bhakat College	NAAC Expenses	UGC	2016 1	162643
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

The following contributions are made by IQAC for the year 201617 • Monitoring teaching learning process. • Taking feedback from students and parents • Motivating the teacher to undertake major and minor research projects. • Provision of smart classrooms • To publish research paper in UGC listed journals.

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

Plan of Action	Achivements/Outcomes
Uplift of the College Ground for Volley ball.	Proposal granted by the Governing Body and work is underway.
Continuation of Study tours.	Tour to Santiniketan arranged in January 2015.
Upgradation of the campus and the college building.	Proposal granted by the Governing Body and work is underway. Digital Notice Board has been installed.
Revamping the computer laboratory in the Department of Geography.	All the infrastructure of the Computer Laboratory established.

To encourage teachers in organizing seminars and preparing research proposals	Results are awaited. One Minor Research Project is already underway. Seminars by several departments have been convened.
Advancement of Wi-Fi connectivity in the campus	The campus turned into a Wi-Fi Zone both for Staff and Students.
Connecting all the computers in Office and all the computers in lab with LAN	Proposal granted by the Governing Body and LAN has been established.
To increase the number of books and reputed journals and magazines for College Library.	Departments were entrusted to prepare lists of required books and Journals were purchased.
Continuation of online admission system.	System introduced from 2015-16 session, and the admission procedure began in June 2015 and has been successfully continuing.
To hold a Medha Anweshan Pariksha for the Colleges of Rampurhat Sub-Division	Successfully held.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing body	**07-Nov-2017**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**08-Sep-2016**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2017**
Date of Submission	**22-Mar-2017**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Yes, the institution has management information system.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Hiralal Bhakat College is affiliated to The University of Burdwan and follows the curriculum prescribed by the affiliating university. The different ways through which the institution devices mechanisms for well-planned curriculum delivery and documentation are : 1. The college, under the supervision of IQAC, prepares its own Academic Calendar 2016-17 in compliance with the Academic Calendar published by the affiliating University prior to the commencement of Academic Session which is uploaded to the college website and is displayed on the College/ departmental notice boards. 2. 2. The Routine Committee along with IQAC prepares routine for the present academic session 2016-17 which is distributed to the respective heads of the Departments and is displayed on the Departmental notice Boards and college website. 3. The Teacher-in-Charge and Coordinator, IQAC conduct a meeting at the beginning of the session with all Departmental Heads to discuss about the strategies for effective implementation of curriculum. 4. Departmental Heads conduct meeting before the commencement of classes with their respective faculty members for allocation of class and syllabus which after getting approval in the DC Meeting is communicated to the students. 5. Following the syllabus allotted & class routine, respective teachers prepare their Annual Lesson/ Teaching Plan and conduct their classes accordingly. Implementation of teaching/ lesson plan is monitored by IQAC. 6. Students' attendance records are maintained by the respective departments. 7. Teachers predominantly use the traditional method for teaching i.e. chalk and talk, lecture method. However, other than the traditional method some teachers use ICT to enhance the teaching experience. 8. Each department access the books and other documents from the College Library. 9. Individual faculty members also supplement their classroom teaching with special lectures, periodical lectures, seminars, project works and field visit. 10. Continuous Evaluation through class tests, Mid- term Examination, Internal Assessment etc. are carried out to keep a track of the progress of the students. 11. After commencement of classes, teachers identify slow learners, advanced learners through continuous evaluation like written class tests, viva-voce, remedial classes etc. Advanced learners are provided with advanced study materials, guided to develop research aptitude and Teachers prepare them to solve previous years' question papers. 12. Activities like Quiz, Competitions, debate, students' seminars, extempore speech Competitions, Poster/Paper presentations, and preparation of wall Magazines etc. are regularly organized by various departments to ensure all round development of the students. 13. Special care has been taken to update the College Website and college notice board by the IQAC. 14. The college Library is fully automated and holds a good number of printed books & periodicals. Both teachers as well as students access various e- resources also.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nill	0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NIL	0

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

The IQAC, Hiralal Bhakat College regularly collects feedback from its stakeholders. In the Academic year 2016-2017, in addition to collect feedback from parents, alumni and students, feedback from teachers has also been collected. We received feedback from a total of 120 Alumni, 85 Parents, 131 pass out students and 39 teachers. The alumni were given a set of questionnaire. Queries seeking to know their views on the facilities for study and extra-curricular activities, extension services etc. Provided to their wards as well as on the progress their wards are making in life and in learning. As for the students, they were supplied with four questionnaires, one each for evaluation of teachers, curriculum, library and administration and overall assessment of the college. The students were asked to evaluate the teachers on the basis of their sincerity/commitment, regularity/ punctuality, communication skills, use of ICT, coverage cbf syllabus, among other things. They were asked to evaluate the college administration and library facilities on the basis of the behaviour and timely service of the staff, availability of books/ journals/newspapers, internet facilities, photocopy facilities, cleanliness of classrooms/toilets/canteen/reading rooms, quality of and access

to drinking water/food etc. Teachers were asked to evaluate on the conducive environment of college for teaching, opportunities for upgrading skills, ICT facilities for teaching, availability of study materials and maintenance of washrooms. The feedback received from teachers, alumni, students and their parents constitute an essential input in the decision –making process of the college going forward. Therefore, once the collection of feedback was over, a draft report was prepared and analyzed by the IQAC and a final report was prepared detailing the various responses received for each category of respondents with recommendations. The final report was shared with the Teacher-in-Charge and the various administrative bodies functioning in the college, in particular, the college Governing Body , the apex administrative body of the Institute-for their cognizance and taking/initiating appropriate actions. The following are the recommendations made by IQAC on the basis of the feedback from Teachers, students, parents, alumni during 2016-17 and on which the Principal/TIC and the Governing Body agreed to initiate action from the following Academic year 2016-17. Appointment of Guest teachers in various subjects. Demand for more books in college library for all subjects which are being taught in the college Drinking water facilities in all the blocks in the college. Improvements of facilities in college canteen. Organization of more seminars/conferences in the college. The Principal and Coordinator, IQAC also met with the teachers to address their Grievances and informed them on the evaluation of their performance. Teachers who received below par overall rating by the students were asked to take extra efforts to improve their performance in the coming Academic year.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali	87	652	78
BA	English	78	541	56
BA	History	82	702	60
BA	Sanskrit	35	122	30
BA	Political Sc	65	127	15
BA	Philosophy	59	412	35
BA	Geography	22	65	17
BCom	Accountancy	49	12	4
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	4623	0	39	0	39

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-

learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
4	4	2	2	1	1
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system is a vital part of teaching-learning and evaluation process. The importance of this system is to provide academic and non-academic support to the students of our college having varied socio-economic background. Mentoring for our pupils has the following aims and objectives: 1. To develop teacher-student relationship. 2. To encourage students to attend classes regularly. 3. To motivate for better academic performance and progression. 4. To encourage students to explore their potentialities in both academic and non-academic areas. 5. To encourage students to participate in different co-curricular and extra-curricular activities. 6. To reduce students drop-out rates. 7. To identify slow learners and to become themselves actual learners. 8. To inspire advanced learners. 9. To cater equitable service to the students. 10. To inculcate a culture of value of ethics. 11. To promote personal and psychological well-being among the students. 12. To help the students to solve their problems in non-academic matters. The institute has followed the suggestions recommended by the IQAC, Hiralal Bhakat College to introduce the mentoring system. The system was promptly and effectively put into practice after it was first implemented in the session 2016-2017. The IQAC had taken initiative of introducing the mentoring system of students. Students have been classified on the basis of both Honours as well as general subjects. They have been divided into groups of 25-30 depending on the number of students in that particular course. Each group is monitored by a Mentor teacher who would take mentoring classes. A well-structured guideline of Mentoring System in our College has been prepared by the IQAC to ensure homogeneity of the Mentees. We have more than 1500 enrolled students in our college with a view of bringing them under mentoring process, each mentor has 30-35 mentees under his/her supervision. Features :- 1. The mentoring process of Hiralal Bhakat College is student-friendly. 2. The mentoring format is very well-structured containing all necessary details such as name, guardian name, guardian occupation, contact number, address, email id, photo, students SWOC, problems etc. 3. After collecting all necessary information, mentors provide necessary guidance and counseling as and when needed. Achievements:- Need based Remedial classes have been proved to be beneficial for the well-being of the students in particular Honours subject and entire college in general. The practice of Mentoring System has considerably enhanced the academic environment of the college campus and brought about the following improvements : 1. Minimization of student drop-out percentage. 2. Introduction of classes for slow learners and classes for advance learners. 3. Identification of students for Remedial Coaching Classes. 4. Improvement in students' attendance records. 5. Better academic and extracurricular performance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4623	39	1:119

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	14	1	5	7

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	AH	Part-III	30/03/2017	19/06/2017
BCom	CH	Part-III	30/03/2017	19/06/2017
BA	AP	Part-III	31/03/2017	29/08/2017
BCom	CP	Part-III	31/03/2017	29/08/2017

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. Students are made aware of the evaluation and assessment system in the induction programme. 2. Test examinations have been taken as a part of continuous evaluation process. 3. To motivate students, various MCQ test, quizzes, debate, creative writing competition etc. are regularly organized. 4. Students are encouraged to actively take part in seminar and workshop. 5. To increase observation skill field works are organized. 6. To develop their research aptitude, methodology based project works and field visit reports are prepared. 7. Open book tests are conducted.

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

Hiralal Bhakat College is affiliated to the University of Burdwan. The college prepares tentative academic calendar and Holiday list in compliance to the Academic Calendar given by the affiliating university prior to the commencement of Academic Session. Based on this calendar, the college schedules its activities such as admission, teaching days and all its examination theory, practical, internal assessment. As per the instructions of the affiliating university, BA/ B.Com 1st year Hons general classes commence from 2nd week of July, 2016 and classes B.A/ B.Com 2nd 3rd year Hons General commence from 4th week of July. Class tests are conducted after commencement of Honours classes, decided by the individual departments as per the Academic Calendar. The class-tests are undertaken to identify the students for remedial classes, slow learners and advanced learners. Abiding by the instructions of the university of Burdwan , two internal assessments are scheduled for Honours courses and one internal assessment for general courses. Theory and practical examinations for all classes of 1st year, 2nd year and 3rd year Honours and General courses were held as per the notice of the University of Burdwan during March to June, 2017.

2.6 – Student Performance and Learning Outcomes

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

NIL

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

			examination		
BNGH	BA	Bengali Hons	36	29	81
ENGH	BA	English Hons	24	15	63
HISH	BA	History Hons	31	16	52
PHIH	BA	Philosophy Hons	10	4	40
GEOH	BA	Geography Hons	4	1	25
PLSH	BA	Political Sc	4	1	25
SANH	BA	Sanskrit Hons	11	2	18
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2.7 – Student Satisfaction Survey

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

https://www.hbcnht.in/feedback.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	1.7	0
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3.2 – Innovation Ecosystem

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

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

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

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

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

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	5	8.4
National	English	1	0

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

Department	Number of Publication
NIL	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Effects of additional food in a susceptible-exposed-infected prey-predator model	Dr. Bansshidhar Sahoo	Modelling Earth system and Environment	2016	15	CU	14
Dynamics of harvested-predator-prey model: role of alternative resources	Dr. Bansshidhar Sahoo	Modelling Earth Systems and Environment	2016	25	CU	22
Disease control through provision of alternative food to	Dr. Bansshidhar Sahoo	International Journal of Dynamics and Control	2016	18	CU	16

predator: a model based study							
A generalized scheme for designing multistable continuous dynamical systems	Dr. Bans shidhar Sahoo	Pramana	2016	6	CU	6
A Generalized Anti-synchronization of Discrete Chaotic Maps via Linear Transformations	Dr. Bans shidhar Sahoo	International Journal of Nonlinear Science	2017	0	HBC	0
The Region of the Forest', 'Tapoban' and 'The Message of the Forest' Tagore's Green Writing and Beyond	Dr. Sudd hasattwa Banerjee	International Research Journal of Humanities, Language and Literature (IRJHLL)	2017	0	HBC	0

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	0

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nill	0	0	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
One Day Workshop of Anemia	NSS of HBC	3	163
One Day Workshop On Self Defence of Woman Volunteers	NSS of HBC	3	327
Health Check-up Camp	NSS of HBC	3	100
One Day Programme of Women Empowerment	NSS of HBC	3	123
Aids Awareness Programme	NCC of HBC	1	110
Tree Plantation	NCC of HBC	1	46
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	0	0
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
31	29.04

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar Halls	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Partially	16.11	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16130	1564610	24	3312	16154	1567922
Reference Books	3032	277905	11	1518	3043	279423
Journals	12003	6506	52	1085	12055	7591
e-Journals	0	0	1	0	1	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	17	1	17	2	1	3	11	100	0
Added	5	0	0	0	0	0	5	0	0
Total	22	1	17	2	1	3	16	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
10	8.5	27	26.3

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

1. The College has adequate provisions for maintenance and utilization of its physical, academic and support facilities. 2. A dedicated team of electrician, plumber, and sweepers provide round the clock provide service to Departments, Classrooms, Canteen and Library. 3. The building Advisory Committee ensures proper maintenance of the building. 4. Computers peripherals are checked, cleaned and maintained by technical assistants hired from outside. 5. While purchasing any equipment, it is always ensured that the installation charges and maintenance charges are provided by the Company which delivers the equipment. 6. Annual Maintenance Contract (AMC) is opted for most of the services and equipments. The AMC facility includes maintenance of Generator, AC Machines, CCTV Cameras, Water Purifiers, and Software etc. 7. The whole campus of the college is well protected by surveillance of CCTV Cameras. For the maintenance of Computers, one dedicated private organization has been fixed.

https://www.hbcnht.in/physical_infrastructure.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**Swami Vivekananda Scholarship**	**1880**	**8811500**
Financial Support from Other Sources			
a) National	**Nill**	**Nill**	**Nill**
b)International	**Nill**	**Nill**	**Nill**
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	**Nill**	**0**	**0**
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	**NIL**	**0**	**0**	**0**	**0**
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	**0**	**0**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	**0**	**0**	**NIL**	**0**	**0**
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	**0**	**NIL**	**NIL**	**NIL**	**NIL**

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

Items	Number of students selected/ qualifying
Nill	0

No file uploaded.

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

Activity	Level	Number of Participants
NIL	NIL	Nill

No file uploaded.

5.3 – Student Participation and Activities

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

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

No file uploaded.

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

The Student' Council play a vital role in various academic, administrative and social activities of the college. The representatives of Students' Council have actively approached the Local MLA and MP for sanctioning financial support for infrastructural development of the college. The Students' Council along with the College Administration has actively solved many problems like concession, admission, and examination etc. of the students of our college. Fresher's welcome Ceremony, Annual Function, Cultural Competition, Annual Sports, Saraswati Puja etc. are jointly organized by Students' Council and College Management. Students' Council actively collaborated with the NCC and NSS units in organizing and conducting programme like Tree Plantation, Blood Donation camp etc. The Students' Council also organized rallies for Safe Drive Save Life programme by the State Govt.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

There are two practices of decentralization and participative management during the last year are as follows:- 1. Saraswati Puja:- The college organizes Saraswati Puja every year with active support of students of our college for their well-being. This religious ceremony is organized with dignity. A few days before the Saraswati Puja, TIC formed a committee comprising of students, senior teachers and experienced office staff. The required amount of money is provided by the TIC from College Fund. The newly formed committee organized /monitored all sorts of arrangements for organization of this festival with proper decorum. Lunch is provided by the Committee to both students and staff of the college on this occasion. Thus the involvement of the stake holders in this event proves structure of democratization and participative management. 2. Organization of Annual Sports: - The Annual Sports was organized jointly by the Department of Physical Education on recommendation of Sports Advisory Committee. All the teachers and staff of college are engaged to make this programme a successful one. A good number of events are there to make the program every colorful in true sense. Both the teaching and non-teaching staff of the college played the role of judges in determining the position of the participants in the different events of the Annual Sports of the college. Some of the volunteers are chosen from the NCC Cadets/ students who helped the teachers in their activities. At the end of all events, there must be an event for the staff as a part of encouragement. The various trophies are also distributed among the rank holders in the different events of the Sports in present of a large number of people. This proves a model of decentralization and participative management of the college.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	1. Different seminars, workshops were arranged by the institution on a regular basis with the objective of enriching faculty members and students. 2. Teachers' Register has been provided to faculty members for self-appraisal purpose. 3. Health related facilities have been provided as and when required. 4. Well-resourced gymnasium has been set up for providing fitness facilities to the Staff of the college. 5. Anti-Ragging Committee and Grievance Redressal Cell have been set up to look after different issues.
Research and Development	Teachers are being encouraged to get engaged in different research works like pursuing Ph.D., submitting research proposals to approved authorities, presenting papers in conferences and seminars.

Industry Interaction / Collaboration	MoU has been signed with Rampurhat College, Birbhum for faculty and student exchange programs ,library and research related purpose.
Admission of Students	1. Admission process is being conducted through online mode. 2. Admission in adherence to the rules and regulations of the affiliating university and the Government of West Bengal is being done on basis of merit list which is published on the college website.
Library, ICT and Physical Infrastructure / Instrumentation	1. The institution is well-equipped with ICT facilities such as setting up smart classroom and providing laptops to each department to enhance teaching-learning process. 2. The College library is partially automated with the installation of KOHA. 3. The library provides access to different e-journals and e-books to students and staff members through INFLIBNET.
Examination and Evaluation	• Usually the examination and evaluation process is being guided by the affiliating university rules and regulations. In order to provide continuous assessment of the progress of the students, class test, students' seminar, field study have been conducted. • The faculty members are being actively engaged in evaluation process of the university as examiners, paper setters, head examiners, reviewers, moderators, etc.
Teaching and Learning	• The institution has conducted assessment of the students on a regular basis through class tests, assignments. • Tutorial classes and remedial coaching classes are being provided to the students as and when required. • The institution has motivated the faculty members in enriching and enhancing their knowledge through participation in seminars, conferences, symposiums and different research related works.
Curriculum Development	• Since curriculum development matter is on the part of the University of Burdwan and the institution is affiliated to the said university, the college only plays the role of following the curriculum as designed and developed by the University. However, the faculty members of the institution who are part of the Undergraduate Board of Studies of the

affiliating university have taken part in curriculum development by participating in various workshops as and when organized by the University for Revision and restructuring of the curriculum. • Moreover, various departments have conducted field works in enriching the curriculum.

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

E-governace area	Details
Planning and Development	All decisions regarding planning and development taken by the IQAC and the Governing Body are preserved electronically. Notices and circulars regarding development works are sometimes uploaded to college website.
Administration	The following administrative are essential in maintaining college administration:- • E Tendering • Online Notification in College Website • Circulations of all important notifications are maintained through SMS, WhatsApp, E mail etc.
Finance and Accounts	Salary of both teaching and non-teaching staff is maintained through WBIFMS software. Salary of casual staff and other party payments are made through NEFT.
Student Admission and Support	Office Module software is used during admission process of UG level. Fees collection, maintenance of Student's profile, creation of admit card, printing of marksheets are done through the use of software. Student merit list is prepared by software and published on website. Data verification for all kinds of scholarships under the schemes like Kanyashree/SC/ST/ Minority are done through online mode.
Examination	• Information regarding examination duties of the teaching cum non-teaching staff is circulated. • All examination related notifications are given in the teachers and students through SMS. • Student module software is used during examination processes such as in case of entering marks in computer. • E-marksheets are preserved in the cloud. • Marksheets are generated electronically in college

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill

No file uploaded.

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	0

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	0	2	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF scheme, Easy loan from Hiralal Bhakat College Cooperative Credit Society, Quick PF Loan facility, Firstaid/health check up, maternity leave, Medical GPF scheme, Easy loan from Hiralal Bhakat College Cooperative Credit Society, Quick PF Loan facility, Firstaid/health check up, maternity leave, Medical leave/casual leave/compensatory leave, Free Annual Excursion, Sponsorship for	GPF scheme, easy loan from Hiralal Bhakat College Cooperative Credit Society, medical treatment, Puja Bonus, Puja Advance, Quick PF Loan facility, Firstaid/health check up, maternity leave, Medical leave/casual leave/compensatory leave.	Education and medical treatment, Firstaid/health check up, Annual Excursion etc.

6.4 – Financial Management and Resource Mobilization

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

Internal and external financial audits are conducted regularly. The Head Clerk, Accountant, Cashier and TIC check the Cash Book and Passbook regularly. A finance advisory committee comprising of internal and external members review the financial position and its implications for various purposes. The Statutory auditor engaged by the higher education department , Govt. of West Bengal visit the college and verified the accounts, bills, vouchers, resolutions etc. and submit the report to the College Authority and to the Govt. of West Bengal.

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

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

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6.4.3 – Total corpus fund generated

16455890.94

6.5 – Internal Quality Assurance System

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

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

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

There is no formal Parent-Teacher Association in the College. But regular interactions are held between the parents and teachers within the department in general and with the management in special. Suggestions are also received from the parents for the improvement of the institution. Accordingly, the college tries to implement them. Many parents participate in organization of the cultural programmes by the College.

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

1. Support staff is given training on the use of Computer. 2. For medical treatment support staff is provided financial assistance by the college. 3. They are trained to handle Online Admission process and new technology. 4. Puja Advance and Puja Bonus are given to them. 5. They are given subsidy for participation in Annual Tour.

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

1. Introduction of Teachers Feedback. 2. Technology up gradation. 3. High speed data link for internet services. 4. Academic and Administrative Audit of the institution.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes

b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Organizing the academic programmes befitting to the guidelines of UGC University of Burdwan	09/07/2016	09/07/2016	09/07/2016	31
2016	Workshop for renovation of infrastructural facilities for the students	12/08/2016	12/08/2016	12/08/2016	60
2016	Implementation of govt. grants 7 own financial resources or building up proper infra structure	30/08/2016	30/08/2016	30/08/2016	65
2016	Encouraging the students towards co-curricular extracurricular activities	14/10/2016	14/10/2016	14/10/2016	450
2016	Implementing additional tutorial classes	22/10/2016	22/10/2016	22/10/2016	210
2016	Maintaining improving proper teacher student ratio throughout	02/11/2016	02/11/2016	02/11/2016	30

		the year				
2016	Ensuring and improving feedback mechanism	21/12/2016	21/12/2016	21/12/2017	1223
2017	Partial automation of the administration and complete automation of finance	03/01/2017	03/01/2017	03/01/2017	42
2017	Organizing Orientation programme for the staff in using modern teaching and administrative methods	20/02/2017	20/02/2017	20/02/2017	23
2017	Regularization of the use of ICT as teaching aids	15/03/2017	15/03/2017	15/03/2017	22

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Women Trafficking	30/07/2016	30/07/2016	50	30

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

Percentage of power requirement of the University met by the renewable energy sources
The college has pledged to measurably reduce plastic footprints in the campus, making the campus 'plastic free zone'. • Rain water harvesting is another Eco-friendly initiative that measurably reduces the dependence on ground water and electricity. • The solar panel produces electricity to the tune of 2KWh X 300 days which equals to 3500 KWh per year. The percentage of power requirement met by the college using solar energy is 24 per year.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2

Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	18/11/2016	1	Health awareness camp	1	53
2017	1	1	17/03/2017	1	Parthenium Removal	1	46

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil

No file uploaded.

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

A. Built environment with ramps/lifts for easy access to classrooms. B. Disabled-friendly washrooms C. Signage including tactile path, lights, display boards and signposts D. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment E. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

• Rain water Harvesting Project :- The Rain water Harvesting Project was implemented by the Dept. of Environmental Science with an objective for preservation of rain water to maintain the ground water level accurate for future generation. It will be a great help in solving the problems related to drinking water and agricultural activities in the neighboring regions of the college. • Plantation Activities :- To make the campus eco-friendly, plantation initiative had been taken place by the college Authority. It will be helpful to make the campus green and environmentally viable for the future. A good number of plants of different species had been planted in an around of whole College Campus protected by metal led net from any danger.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.hbcnht.in/agar_documents.php

7.3 – Institutional Distinctiveness

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

The distinctiveness of the Hiralal Bhakat College (HBC) lies in the exemplary bonding between the Teacher and students as the college has a comfortable learning environment based on respect instead of fear by making the teachers/professors available for students' academic as well as personal needs, which is achieved by engaging in informal discussion because some students need encouragement to talk to their teachers. By doing so, the HBC became able to create good rapport between the teachers and the students. It uses different innovative methods based on requirement, subject and situation to maintain the good rapport. For example, in the globalized world, diversity is very important part to be taken into account in the teaching-learning process which means we should take into account that we teach, what we teach, and how we teach.

Provide the weblink of the institution
https://www.hbcnht.in/aqar_documents.php

8.Future Plans of Actions for Next Academic Year

• Participation in NIRF ranking process. • Induction meeting for the newly admitted students at the beginning of any Academic session. • Purchase of books and Journals for our College Library. • Continuation of INFLIBNET-NLIST membership by College Library. • Purchase of computers and Laboratory equipments. • Promotion of teachers under Career Advancement Scheme (CAS). • Academic and Administrative Audit of the Institution. • Creation of teaching posts in different subjects. • Extension activities and Community Outreach services through NCC and NSS Units. • Tutorial and Remedial Classes for the slow learners. • Creation of virtual classrooms. • Quality related program's by IQAC. • Planning of construction of some infrastructural developments of the college. • Planning of purchase of land for enhancement of the new infrastructural developments of the college in the adjacent areas of the college.